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ABSTRACT

The results of a project designed to perform a technical audit and a user audit of the Shared Cataloging Support Sub-System of the New England Library Information Network (NELINET) are summarized in a two volume report. This portion, Volume II contains various tabulations of collected data; Volume I (LI 004 445) contains the narrative text. Various quantitative and qualitative data were obtained by interviews and questionnaires from the staffs of twenty academic libraries in New England. The purposes of compiling these data were to help the NELINET staff improve both the performances and cost allocation of the NELINET off-line Shared Cataloging Support Sub-System, and to aid the staff in planning for subsequent development of other network-oriented services. (Author/SJ)

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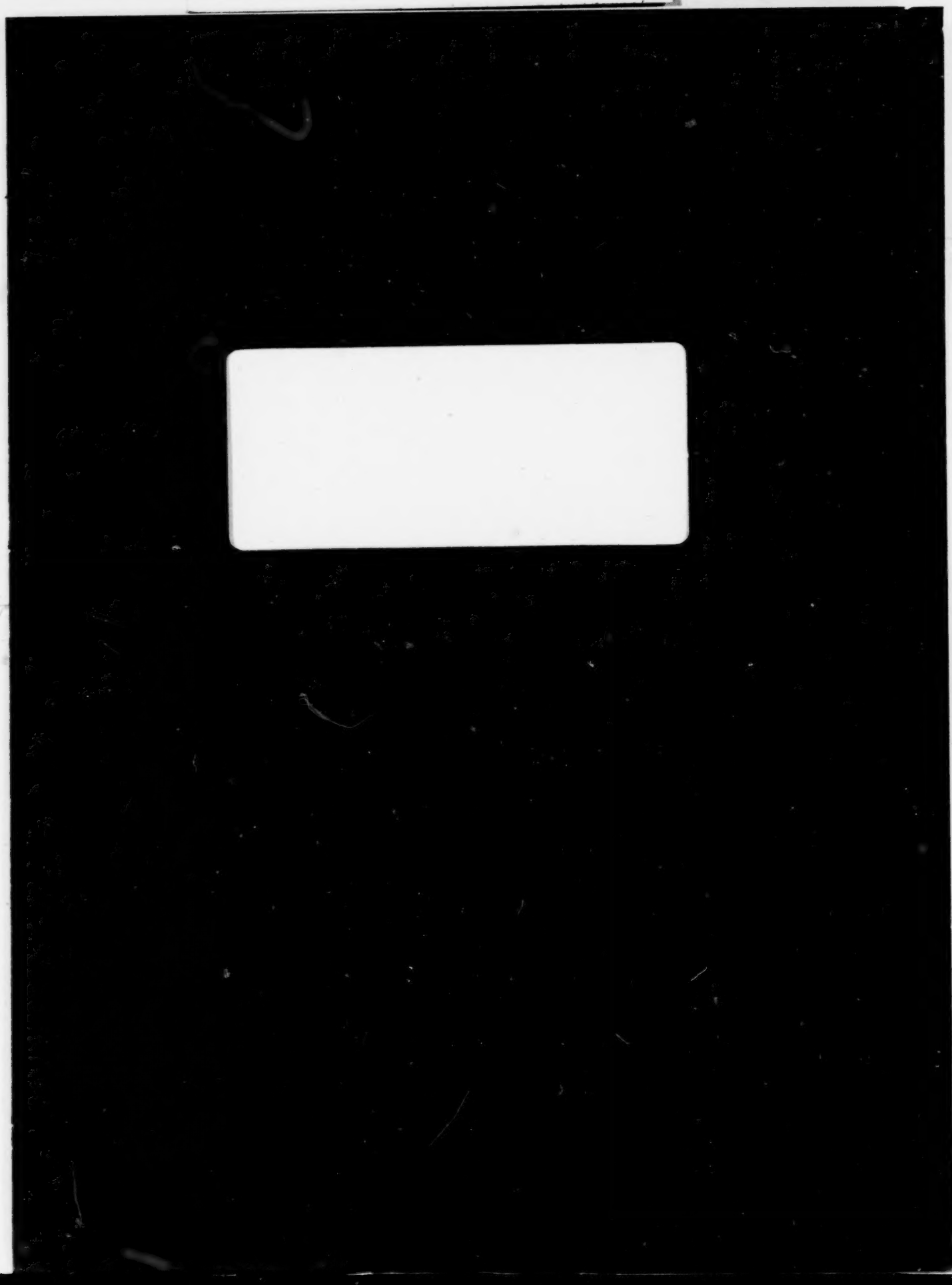

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A TECHNICAL AND USER AUDIT OF THE SHARED CATALOGING SUB-SYSTEM OF THE NEW ENGLAND LIBRARY INFORMATION NETWORK (NELINET)

Volume II Tables and Supplementary Documentation

New England Board of Higher Education
40 Grove Street
Wellesley, Massachusetts 02181

The Work Reported Herein Was Performed Under a Grant From the Council on Library Resources

June 1973

COUNCIL ON LIBRARY RESOURCES
WASHINGTON, D.C.

LI 004 446

ABSTRACT

This two volume report describes a project undertaken by the New England Board of Higher Education's NELINET program during 1971. Various quantitative and qualitative data were obtained by means of interviews and questionnaires from the staffs of twenty academic libraries in New England. The purpose of compiling these data was to help the NELINET staff improve both the performance and cost allocation of the NELINET off-line Shared Cataloging Support Sub-System designed and operated by Inforonics, Incorporated in Maynard, Massachusetts. A further goal was to aid the staff in planning for subsequent development of other network-oriented services. A tabulation program was added to the computerized catalog card production system to monitor and display basic performance data to the Vendor, the NELINET management and the directors of participating libraries.

FOREWORD

This two volume report summarizes the results of a project designed to perform a technical audit and a user audit of the Shared Cataloging Support Sub-System of the New England Library Information Network (NELINET) performed under grant number CLR-511 from the council on Library Resources. Volume I contains narrative text and Volume II contains various tabulations. Each volume contains a full Table of Contents for both volumes.

The New England Board of Higher Education (NEBHE) wishes to express its appreciation to the staff members of the several libraries who assisted in the audits and without whose cooperation this project could not have been undertaken. Our special thanks are offered to Mrs. Edith M. Lesser of the Council on Library Resources for her patience in monitoring the performance of the project staff.

The Project Director wishes to thank the following NELINET staff members who assisted in the completion of the study: Mr. Liam Kelly, Assistant Director for Field Operations; Miss Polly Coe, Research Assistant; Mr. R. D. Morrison, Jr., Special Consultant for Library Systems; Mrs. Carol Holland, Miss Carol Stuart, and Mrs. Dianne Higgins, long-suffering secretaries; and Miss Mary Madden and Mr. Lawrence F. Buckland of Inforonics, Incorporated, for their contributions to Sections 4.3 and 4.5.

The NEBHE and Inforonics staff members would like finally, to express their gratitude in memoriam to Mr. Verner W. Clapp whose early insight and wise counsel brought NELINET into being and nurtured us through these formative years.

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Table 2.3-1

HRS. SPENT DECIDING TO SEND FOR NELINET CARD PRODUCTS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/title
Lib. 15	2.00	1.75	2.00	1.75	2.00	9.50	1.90	.019
Lib. 16	.25	.25	.25	.25	.75	1.75	.35	.0071
Lib. 17	.50	2.50	1.50	2.00	1.50	8.00	1.60	.0213
Lib. 18	--	--	--	--	--	--	--	--
Lib. 19		SUMMED FOR 5 WEEKS				33.00	6.60	.0289
Total						52.25	2.61	.019

Table 2.3-2

HRS. SHELVING NELINET BOOKS WAITING FOR CARDS (EST. IF OUT OF YOUR DEPARTMENT)

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/title
Lib. 15	--	--	--	--	--	--	--	
Lib. 16	.25	.25	.25	.25	.25	1.25	.25	.005
Lib. 17	--	--	--	--	--	--	--	--
Lib. 18	2.00	4.00	1.00	.00	.00*	7.00	1.40	-- *
Lib. 19		.50	.50	.50	.75	3.25	.65	.003
Total						21.50	4.30	.004

* invalid data

Table 2.3-3

HRS. SEARCHING FOR LC CARD NOS. IF NOT IN BOOK OR ON ORDER FORM

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/title
Lib. 15	--	--	--	--	--			
Lib. 16	--	--	--	--	--			
Lib. 17	--	--	--	--	--			
Lib. 18	2.00	2.00	1.50	3.00	2.00	10.50	2.1	.0124
Lib. 19	--	--	--	--	--			
Total						10.50	2.1	.0124

Table 2.3-4

HRS. FILLING NELINET REQUEST FORMS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/title
Lib. 15	.75	.75	.75	.75	1.00	4.00	.80	.0080
Lib. 16	.75	.50	.50	.25	1.25	3.25	.65	.0133
Lib. 17	.50	2.50	1.50	2.00	1.50	8.00	1.60	.0213
Lib. 18	.75	.25	.25	.00	2.00	3.25	.65	.0038
Lib. 19	4.00	2.75	2.50	3.00	3.00	15.25	3.05	.0133
Total						33.75	1.35	.0119

Table 2.3-5

HRS. TYPING NELINET REQUESTS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/title
Lib. 15	1.00	.75	.875	.875	.875	4.37	.87	.0087
Lib. 16	.50	.25	.50	.25	1.00	2.50	.50	.0102
Lib. 17	2.00	2.00	1.75	2.00	1.50	9.25	1.85	.0246
Lib. 18	3.75	.75	1.25	.00	1.00	6.75	1.35	.0079
Lib. 19	1.50	2.00	2.00	2.00	3.25	10.75	2.15	.009
Total						33.62	6.72	.012

Table 2.3-6

HRS. PROOFING REQUESTS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/title
Lib. 15	--	--	--	--	--	--		
Lib. 16	.25	.25	.25	.25	.25	1.25	.25	.005
Lib. 17	--	--	--	--	--	--		
Lib. 18	--	--	--	--	*	--		
Lib. 19	4.00	2.75	.75	.50	.75	8.75	.75	.0076
Total						10.00	.50	.006

* Included in Table 2.3.5

Table 2.3-7

HRS. CORRECTING REQUESTS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/title
Lib. 15	--	--	--	--	--			
Lib. 16	--	--	--	--	--			
Lib. 17	--	--	--	--	--			
Lib. 18	--	--	--	*	--			
Lib. 19	--	--	3	--	--	3	3	.016
Total						3	3	.016

* Included in Table 2.3-5

Table 2.3-8

HRS. MAILING REQUESTS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/title
Lib. 15	.25	.25	.25	.25	.25	1.25	.25	.0025
Lib. 16	.25	.25	.25	.25	.25	1.25	.25	.005
Lib. 17	.25	.25	.25	.25	.25	1.25	.25	.003
Lib. 18	.25	.25	.25	.25	.25	1.25	.25	.001
Lib. 19	.25	.25	.25	.25	.25	1.25	.25	.001
Total						6.25	.25	.0025

Table 2.3-9

HRS. FILLING OUT LOCAL FORMS CONNECTED WITH REQUESTS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/title
Lib. 15	.25	.25	.25	.25	.25	1.25	.25	.0025
Lib. 16	--	--	--	--	--			
Lib. 17	.25	.25	.25	.50	.50	1.75	.35	.0071
Lib. 18	--	--	--	--	--			
Lib. 19	--	--	--	--	--			
Total						3.00	.30	.0048

Table 2.3-10

NUMBER OF REQUESTS SENT TO INFORONICS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/title
Lib. 15	100	100	100	100	100	500	100	
Lib. 16	44	27	38	20	115	244	49	
Lib. 17	75	75	75	75	75	375	75	
Lib. 18	424	100	200	0	120	844	169	
Lib. 19	176	205	187	272	300	1140	228	
Total	819	507	600	467	710	3103	621	

Lib. D sent no requests during week No. 4

Table 2.3-11

HOW MANY REQUESTS ARE CORRECTED

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/title
Lib. 15	3	3	2	1	3	12	2.4	.024
Lib. 16	--	--	--	--	--	--	--	
Lib. 17	--	--	--	2	3	5	1	.013
Lib. 18	--	--	--	--	--	--	--	
Lib. 19	2	--	2	1	--	5	1	.004
Total						22	1.1	.014

Lib. A See table 2.3-7 these request corrections apparently consumed no time

Table 2.3-12

COST OF MAILING REQUESTS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/title
Lib. 15	$ .50	$ .50	$ .50	$.50	$ .50	$2.50	$ .50	$.005
Lib. 16	--	--	--	--	--	--	--	--
Lib. 17	--	--	--	--	--	--	--	--
Lib. 18	1.25	1.00	1.00	.00	1.00	4.25	.85	.005
Lib. 19	.48	.32	.32	.40	.40	1.92	.38	.0016
Total						8.67	1.73	.004

Table 2.3-13

DATE AND DAY OF WEEK REQUESTS ARE SENT TO INFORONICS (Julian date 146 = 5/26/71)

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5			
Lib. 15	W146	W153	W160	W167	W174			
Lib. 16	W181	F190	TH196	F204	TH210			
Lib. 17	TU180	W188	TU194	TU201	TU208			
Lib. 18	F183	F190	F197		F211			
Lib. 19	TH182	TH189	TH196	TH203	TH210			

Table 2.3-14

HRS. MATCHING PRODUCTS AND BOOKS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	--	--	--	--	--	--	--	--
Lib. 16	1.75	.75	1.75	1.25	.75	6.25	1.25	.045
Lib. 17	.75	.5	.25	.25	.25	2.0	.4	.007
Lib. 18	29.5	4	4.75	5.25	17	60.5	12.1	.031
Lib. 19	4	--	5	4	3	16	3.2	.021
Total						84.75	16.95	.026

Table 2.3-15

HRS. CHECKING CARDS FOR ACCURACY

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	3.75	3.25	3.5	3.5	3.75	17.75	3.55	.037
Lib. 16	1.25	.25	.75	.5	.5	3.25	0.65	.023
Lib. 17	--	--	--	--	--	--	--	--
Lib. 18	8.75	6.5	11.5	12.75	6.75	46.25	9.25	.023
Lib. 19	2.25	2	4	5	3.75	17	3.4	.022
Total						84.25	16.85	.026

Table 2.3-16

HRS. CORRECTING CARDS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	.25	.25	.25	.25	.25	1.25	.25	.003
Lib. 16	.25	.25	.25	--	--	.75	.15	.005
Lib. 17	--	--	--	--	--	--	--	--
Lib. 18	1.75	.25	.75	.5	.25	3.5	.7	.002
Lib. 19	.25	2.5	4	2.25	1.75	8.5	1.7	.011
Total						14	2.8	.005

Table 2.3-17

HRS. CHECKING ERROR MESSAGES

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	--	--	--	--	--	--	--	--
Lib. 16	.5	--	--	--	--	--	--	--
Lib. 17	--	--	--	--	--	--	--	--
Lib. 18	.25	.25	0	0	.25	.75	.15	.0004
Lib. 19	--	--	1	.5	.5	2.0	.4	.0026
Total						2.75	.55	.002

Table 2.3-18

HRS. PUTTING ON BOOK POCKET LABELS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	--	--	--	--	--	--	--	--
Lib. 16	1	--	--	--	--	--	--	--
Lib. 17	.5	.5	.25	.25	.25	1.75	.35	.006
Lib. 18	2.5	1.25	1.5	1.5	1.5	8.25	1.65	.004
Lib. 19	.25	--	2	1.5	1.5	5.25	1.05	.007
Total						15.25	3.05	.006

Table 2.3-19

HRS. PUTTING SELIN LABELS ON BOOKS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	--	--	--	--	--	--	--	--
Lib. 16	.75	.25	.5	.25	.25	2	.4	.015
Lib. 17	--	--	.75	.75	.75	2.25	.45	.007
Lib. 18	3	1.5	2.5	2	2	11	2.2	.006
Lib. 19	.75	.75	.75	1.5	4.5	8.25	1.65	.011
Total						23.5	4.7	.010

Table 2.3-20

HRS. FILING CARDS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	--	--	--	--	--	--	--	--
Lib. 16	2.25	.5	1.25	.75	.75	5.5	1.1	.040
Lib. 17	--	--	--	--	--	--	--	--
Lib. 18	7	13.75	10.25	7.25	8.75	47	9.4	.024
Lib. 19			Summary 5 weeks			42	8.4	.055
Total						94.5	18.9	.040

Table 2.3-21

HRS. SHELVING BOOKS IN STACKS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib.15	1	1	1	1	1	5	1	.010
Lib.16	--	--	--	--	--	--	--	--
Lib.17	2	2	2	2	2	10	2	.034
Lib.18	2.5	1	1.75	1.25	1.25	7.75	1.55	.004
Lib.19	--	--	--	--	--	--	--	--
Total						22.75	4.55	.016

Table 2.3-22

HRS. FILLING PROBLEM SHEETS FOR INFORONICS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib.15	.25	--	.25	--	.25	.75	.15	.002
Lib.16	--	--	--	--	--	--	--	--
Lib.17	--	--	--	--	--	--	--	--
Lib.18	--	--	--	--	--	--	--	--
Lib.19	.5	--	--	--	--	.5	.1	.001
Total						1.25	.25	.0015

Table 2.3-23

HRS. ADDING TO SETS (LOCAL NOTES ETC.)

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	.75	.75	.75	.75	.75	3.75	.75	.008
Lib. 16	--	--	--	--	--	--	--	--
Lib. 17	--	--	--	--	--	--	--	--
Lib. 18	--	--	--	--	--	--	--	--
Lib. 19	--	--	--	--	--	--	--	--
Total						3.75	.75	.008

Table 2.3-24

TOTAL SETS RECEIVED

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib.15	97	94	101	95	97	484	96.8	
Lib.16	59	12	30	18	19	138	27.6	
Lib.17	69	55	54	52	62	292	58.4	
Lib.18	731	117	325	85	728	1986	397.2	
Lib.19	151	127	161	155	167	761	152.2	
Total	1107	405	671	405	1073	3661	732.2	

Table 2.3-25

DATE AND DAY OF WEEK OF RECEIPT (Julian date 141 = 5/21/71)

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	F141	W146	TU152	W160	T168			
Lib. 16	T182	M193	M200	T203	M207			
Lib. 17	W181	TU194	W195	W202	M207			
Lib. 18	TU180	W188	W195	T203	TU208			
Lib. 19	--	--	M193	W202	F204			

Table 2.3-26

NO. OF SETS CORRECTED

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	3	1	1	1	2	8	1.6	.017
Lib. 16	3	2	4	0	1	10	2	.072
Lib. 17	--	--	--	--	--	--	--	--
Lib. 18	15	6	12	13	9	55	11	.028
Lib. 19	3	13	15	11	4	46	9.2	.061
Total						119	23.8	.045

Table 2.3-27

NO. OF RETURNS TO LC

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	2	1	0	1	1	6		
Lib. 16	0	0	0	0	0	0		
Lib. 17	--	--	--	--	--	--		
Lib. 18	0	1	0	2	4	7		
Lib. 19	--	--	--	--	--	--		
Total						13		

Table 2.3-28

POSTAGE TO RETURN CARDS TO LC

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	.08	--	--	.08	--			
Lib. 16	--	--	--	--	--	NOT APPLICABLE		
Lib. 17	--	--	--	--	--	TO SET COSTS		
Lib. 18	--	--	--	--	--			
Lib. 19	--	--	--	--	--			
Total								

Table 2.3-29

NO. OF RETURNS TO INFORONICS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	1	--	--	--	1	2	.4	.0005
Lib. 16	--	--	--	--	--	--	--	--
Lib. 17	--	--	--	--	--	--	--	--
Lib. 18	--	--	--	--	--	--	--	--
Lib. 19	--	19	--	--	--	19	3.8	.005
Total						21	4.2	.0055

Table 2.3-30

POSTAGE TO RETURN CARDS TO INFORONICS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	.08	--	--	--	.08	.16	.032	.0003
Lib. 16	--	--	--	--	--	--	--	--
Lib. 17	--	--	--	--	--	--	--	--
Lib. 18	--	--	--	--	--	--	--	--
Lib. 19	--	.16	--	--	--	.16	.032	.0002
Total						.32	.064	.0003

Table 2.3-31

TELEPHONE BILL TO INFORONICS/NELINET

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	--	--	--	--	--			
Lib. 16	--	--	--	--	--			
Lib. 17	--	--	--	--	--		NO DATA	
Lib. 18	--	--	--	--	--		RECORDED	
Lib. 19	--	--	--	--	--			
Total								

Table 2.3-32

NO. OF XEROX PAGES FOR RETURNS

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	--	--	--	--	--			
Lib. 16	--	--	--	--	--			
Lib. 17	--	--	--	--	--	NO DATA RECORDED		
Lib. 18	--	--	--	--	--			
Lib. 19	--	4	3	--	--			
Total								

Table 2.3-33

NELINET CONNECTED ADMINISTRATIVE/ORGANIZATIONAL TIME

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	--	--	--	--	--	--	--	--
Lib. 16	1	1	.5	1	1	4.5	.9	.033
Lib. 17	--	--	--	--	--	--	--	--
Lib. 18	--	--	--	--	--	--	--	--
Lib. 19	1.5	1	1.5	--	1.5	5.5	1.1	.007
Total						10.0	2.0	.02

Table 2.3-34

NO. OF FOLLOW-ON CARDS DISCARDED (IF APPLICABLE)

	WK - 1	WK - 2	WK - 3	WK - 4	WK - 5	Total	av/wk	av/set
Lib. 15	74	114	84	63	77			
Lib. 16	70	4	57	11	11			
Lib. 17	--	--	--	--	--	NOT APPLICABLE TO SET COSTS		
Lib. 18	224	93	92	195	116			
Lib. 19	78	189	375	268	253			
Total								

TOTAL HOLDINGS

	1968-1969		1969-1970		1970-1971		1971-1972 (est.)	
	Volumes	Titles	Volumes	Titles	Volumes	Titles	Volumes	Titles
1	401,594	256,034	438,210	277,825	499,357	296,616	561,037	328,980
2	245,303	147,181	258,041	154,825	267,279	159,695	277,190	166,314
3	609,932		632,189	657,217	675,000			
4	300,247		307,595		20,000	16,000		
5								
6	1,133,551		1,221,202		1,314,070		1,409,000	
7	985,011		1,008,048		1,030,749		1,065,000	
8	79,723		91,205		102,845			
9	239,925	119,962	267,650	133,825	298,585	149,292	324,785	162,392
10	240,000	92,000	250,000	98,000	258,000	109,500	268,000	123,500
11	1,255,053		1,308,559		1,351,976		1,400,000	
12	110,812		122,110		135,475		148,000	
13	20,017	17,276	27,284	23,801	33,557	28,840	40,000	35,000
14	276,011	215,000	281,395	220,000	294,142	230,000	308,000	240,000
15	873,541		977,694		1,100,000		1,200,000	
16		402,249		419,250		437,510		450,000
17	501,704		541,172		580,000		608,740	
18	347,000	215,000	378,000	240,000	408,000	272,000		
19	456,726		493,683		529,700		565,000	
20	74,000		82,000		92,000		100,000	

INSTITUTION

BUDGET: MATERIALS

	1968-69			1969-70			1970-71			1971-72		
	Mono.	Ser.	Other	Mono.	Ser.	Other	Mono.	Ser.	Other	Mono.	Ser.	Other
1	420,000	76,000	116,000	570,000	150,000	162,000	785,000	138,000	127,000	736,000	164,000	117,000
2	55,814	32,892		55,914	32,272		68,372	36,230		74,000	38,000	
3	114,213	68,455		139,810	85,299		132,775	99,359		134,739	90,000	
4	56,400 (Tot)			66,400 (Tot)			76,400 (Tot)			86,400 (Tot)		
5							91,000	13,000	97,000			
6	270,200	201,200		292,700	250,500		336,800	302,200		326,700	309,700	
7	226,748	246,449	33,750	200,162	241,801	39,840	250,728	283,142	39,518	260,000	285,000	40,000
8	137,527	6,219	23,342	70,366	9,086	13,043	83,600	11,035				
9	400,210	44,000	1,000	399,215	50,500	1,200	302,585	64,708	1,900	366,061	68,442	1,400
10	90,000	30,000	30,000	90,000	30,000	30,000	70,000	20,000	52,500	40,000	20,000	48,433
11	399,707	106,640	53,823	424,248	123,707	49,813	207,713	183,280	53,735	227,000	179,000	55,000
12	109,454			118,036			125,482		219	112,810		
13	47,085	3,686	10,445	65,887	3,751	5,874	73,625	6,735	3,939	72,000	3,000	13,650
14	92,453	42,631	21,789	111,804	48,404	21,138	116,270	60,557	19,579	140,000	60,000	26,000
15	1,122,420 (Tot)			988,885 (Tot)			1,000,000 (Tot)			1,000,000 (Tot)		
16	211,250 (Tot)			187,142 (Tot)			249,025 (Tot)			264,000 (Tot)		
17	269,103	76,500	30,307	371,500	105,538	27,792	276,650	140,000	27,000	317,800	141,000	36,450
18	205,000	192,000		178,000	133,000		261,000	167,000			150,000	
19	206,633	77,700	27,500	192,545	88,100	35,000	224,059	104,700	43,000	248,000	110,000	42,000
20	40,681	26,629		79,057	33,119		68,098	39,126		45,000	38,000	

BUDGET: SALARIES (PROFESSIONAL, CLERICAL, OTHER SALARIES)

INSTITUTION	1968-69			1969-70			1970-71			1971-72 (est.)		
	Prof.	Cler.	Other	Prof.	Cler.	Other	Prof.	Cler.	Other	Prof.	Cler.	Other
1	254,000	326,000	108,000	324,000	421,000	137,000	426,000	522,000	90,000	525,000	676,000	100,000
2	97,626	26,854	16,015	108,096	30,728	11,050	136,500	36,800	16,555	139,180	43,645	16,580
3	151,932	129,418		170,280	189,436		205,750	277,595		205,300	236,167	
4	71,000	30,400	18,038	76,200	33,750	23,490	83,200	35,400	38,445	85,500	38,400	34,125
5							49,576	36,000	12,441			
6	574,300	640,400	67,300	639,700	741,700	75,000	650,900	795,300	89,300	869,300	796,600	98,400
7	302,144	327,159	37,243	353,457	330,342	93,062	359,648	364,741	100,056	375,000	385,000	70,000
8	42,100	24,904		52,400	30,794		65,900	37,033	22,400			
9	198,750	85,348	96,000	312,800	124,371	124,985	365,531	179,155	118,098	348,325	203,813	117,800
10	200,000	150,000		200,000	150,000		213,918	200,000		250,778	240,789	
11	401,769	405,156	111,954	452,375	448,751	168,919	466,756	503,169	154,253	532,517	493,517	159,000
12				95,405	36,308	11,072	117,643	41,260	13,935	126,519	52,572	8,000
13	21,151	6,302	8,071	35,520	5,918	10,233	41,328	8,391	12,656	46,523	7,330	5,000
14	104,252	124,446	15,676	122,637	140,979	18,749	127,791	156,980	32,792	151,000	182,000	33,500
15	949,601 (Tot)			1,054,296 (Tot)			1,150,000 (Tot)			1,200,000 (Tot)		
16	126,100	92,400	129,230	192,700	136,653	80,000	224,840	153,676	90,000	238,000	163,000	95,000
17	204,000	186,500	75,000	255,260	233,500	83,240	276,492	243,298	85,000	314,200	260,500	89,000
18	146,000	83,000	26,000	177,000	90,000	47,000	197,000	109,000	60,000		133,000	
19	125,074	176,894	21,435	162,296	221,753	29,241	185,133	253,194	35,550	204,833	270,563	45,784
20	51,802	28,346	29,449	60,404	27,427	39,894	57,999	42,500	39,719	58,000	42,000	47,300

Table IB-4

INSTITUTION	TOTAL BUDGET				
	1968-69	1969-70	1970-71	1971-72 (est.)	
1	1,302,591	1,722,256	2,089,729	2,320,268	
2	252,489	261,900	321,120	348,385	
3	544,605	672,540	778,150	763,919	
4	193,938	209,596	247,040	259,901	
5			324,526		
6	1,729,300	2,304,300	2,437,200	2,435,600.	
7	1,522,500	1,683,823	1,884,053	1,900,000	
8	262,736	233,357	254,677		
9	912,011	1,178,659	1,165,336	1,224,720	
10	500,000	500,000	556,418	600,000	
11	1,559,209	1,779,821	1,676,626	1,808,000	
12	264,438	283,855	319,959	312,511	
13	93,054	127,183	146,674	147,133	
14	412,430	481,640	543,631	602,000	
15	2,229,807	2,162,381	2,250,000	2,300,000	
16	597,630	632,995	759,041	800,000	
17	865,367	1,127,210	966,016	1,275,530	
18	685,000	668,000	877,000		
19	353,234	452,159	526,465	578,227	
20	196,694	265,423	270,528	260,000	

Table IC-1

TOTAL STAFF ACCORDING TO POSITION AND SALARY

INSTITUTION	0 - 4k (ave. no.)	4k - 8k	8k - 12k	12k - 14k	14k - 18k	18k - 22k	22k -	Mean Sal.	Total F.T. Staff Sum of Columns
1		111F	5C,31D,2E,5F	3C,1E	1B	2B	1A		162
2	1D,2E,2F,92G	1C,4D,5E,6F	5C,5D		1A				35
3	100G	41F	13D,1F	3C,1D	1B	1A			56
4	19G,4F	4F	1B,1C,3D,1E		1A				15
5	20	8F	2B,1D,1E		1A				13
6	20 1/2G	2D,145F	2C,34D,8½E,12F	3C	5C	1C	1A,4B		237
7	25G	83F	11C,17D,1G	1B,5C	2B		1A		146
8	28	1D	5D		1A				7
9	20G	1E,23F,15G	3C,18D,2E	3C	1B	1A			87
10		23F	6D,5F	5D	2C,2D,1E	1B	1A		46
11		1E,96F	6C,35D	2C,2D	1B,2C	1C	1A		147
12		8E,8F	1B,4D		1A				22
13		1B,2 E,1F	1E	1A					7
14	8F,12G	27F	4C,9D	1C		1A			62
15		30E,17F	1B,1C,15D,12E	1B,3C,3D	2B,1C,1D	1B	1A,1B		90
16	10F,2D	25F,11D,3D	5D,4C,1B	1B		1A			64
17	28F	30F,1E	1E,14D,2C	4C	1C,1B		1A		81
18		22G,25F,2D	12D,7C	1B		1A			48
19	15F	32F	3F,11D,3C	1C	1C,1B		1A		68
20		8½F	3½D	2C		1A			15

A. Library Director
B. Assoc/Asst Librarian
C. Dept. Heads
D. Other Professional Librarians
E. Professionals / non-librarians
F. Non-Prof. Staff
G. Students

Table ID-1

STUDENT CHARACTERISTICS (UNDERGRADUATE, GRADUATE, OTHER)

INSTITUTION	Fall 1968			Fall 1969			Fall 1970			Fall 1971 (est.)		
	U-grad	Grad	Other	U-grad	Grad	Other	U-grad	Grad	Other	U-grad	Grad	Other
1	14,026	4,603		14,224	5,151	409	13,426	5,323	1,976	15-17,000		
2	1,453	29		1,498	29		1,631	37		1,660	40	
3	1,379	260	21	1,456	276	93	1,444	306	107	1,575	306	100
4	1,500			1,500			1,500			1,500		
5							270			650		
6	3,907	3,274	583	3,998	3,399	627	4,059	3,296	444	4,044	3,164	242
7	3,149	587		3,252	626		3,270	658		3,300	675	
8	1,631	102		1,910	83		2,040	144		2,130	170	
9	19,122	2,346	23	20,240	2,301	84	20,405	2,198	146	20,000	2,000	200
10		321	50		397	50		435	50	471	50	
11	3,642	1,481		4,005	1,540		4,280	1,484		4,425	1,475	
12	2,900	700		3,200	800		3,500	1,000		4,000	1,000	
13	2,599			3,096			3,581			3,800	-----	
14	3,186	730		3,264	515		3,679	334		-----	-----	
15	13,109	4,724		13,988	4,993		15,107	5,279		16,000	6,000	
16	6,996	585		7,239	659		7,330	713		7,500	1,000	
17	6,379	718	112	6,841	781	107	7,773	943	119	8,134	1,041	125
18	6,339	1,478	233	7,021	1,907	271	7,915	2,083	245	8,000	2,100	275
19	4,795	789		5,563	928		6,041	999		6,700	1,025	
20	1,550	100		1,600	100		1,641	105		1,700	110	

Table IE-1

FACULTY CHARACTERISTICS (including teaching, research and administrative)

INSTITUTION	Fall 1968		Fall 1969		Fall 1970		Fall 1971 (est.)	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
1	776	1,200	829	1,200	821	1,200	820	1,200
2	147	27	142	33	145	33	134	36
3	279 FTE		303		311		293	
4	115		121		125		120	
5					47	11	60	
6	948	2,055	962	2,035	915	2,104		
7	296	46	285	75	288	79	274	28
8	107		112	2	135	1	139	0
9	839	1,255	904	1,175	944	1,125	950	1,100
10	118	8	118	10	140	12	145	12
11	608	525	616	538	673	497		
12	217	24	233	12	251	7		
13	162	5	190	9	207	6	209	7
14	230	120	222	120	229	120	246	120
15	1,078	unavailabl	1,143	U.A.	1,202	U.A.	1,225	U.A.
16	516	65	558	55	595	44	595	44
17			612	86	634	79		
18	548		584		625		655	
19	532	220	607	249	650	289		
20	160		175		186		190	

Table IF-1

INSTITUTION	DEGREES OFFERED (PLUS NO. OF AREAS IN WHICH DEGREES OFFERED)			
	BA/BS	MA/MS	Ph.D	OTHERS
1	yes	yes	yes	CAGS
2	yes	yes	no	
3	yes	yes	yes	MAT, MALS
4	BA			MTS
5	yes	MA (EDJC)		
6	yes	yes	yes	
7	yes	yes	yes	
8	yes	yes	no	
9	yes	yes	yes	
10				(No degrees conferred - curricular accredited = 18 grad. credit hrs.)
11	yes	yes	yes	
12	yes	yes		Med., M.A.T.
13	no	no	no	A.A., A.S.
14	yes	yes	yes	
15	yes	yes	yes	
16	yes	yes	yes	(8 other Masters)
17	yes	yes	yes	(8 other Masters)
18	yes	yes	yes	(5 other Masters)
19	yes	yes	yes	(5 other Masters)
20	BS	MS	yes	

Table IG-1

INSTITUTION

COMPUTING SERVICES TO LIBRARY

	A			B			C	D			
	Model	Rent	Own	yes	no	Source	Servs. Prod.	Mach. Time	Materials	Labor	
1	no				no						
2	no				no						
3	no				no						
4	no				no						
5	no			yes		Bro-Dart, Inc.					
6	no				no	Service Bureau	BK purchase Subj authority	no charge			
7	no			yes							
8	no			yes			serial list		$20/1000 entries + 2¢ each +		
9	no				no		8 services	no charge			
10	no				no						
11	no			yes			fund accounting	$3,000			
12	no				no		serial list; overdue				
13	no				no		monthly expense				
14	no				no		serial list				
15	no				no		Univ. financial control				
16	no				no		Current periodicals				
17	no			yes			BATAB/LC cards/serials list/adm. finance reports				
18	no				no		Irregular serials list		Research funding		
19	no				no		monthly budget report/periodicals list/payroll reports				nominal
20	no				no						

A. Does library have own computer
B. Does library receive computer based services other than NN or campus computer
C. If library uses campus computer center, what category of services produced
D. If charged for campus computer, current annual expenditures charged

NELINET AND LOCAL PRIORITIES. ACQUISITIONS

	A	B	C	D	E	F	
1	1	3	1	3	2	2	
2	2	1	4	4	4	4	
3	1	1			1		
4	2	3	2	2	1	1	
5	2	3	2	3	3	3	
6	1	4	1	3	3	2	
7	4	3	1	4	1	4	
8	4	4	4	4	1	4	
9	4	3	3	1	2	1	
10	1			2		3	
11	4	4	4	4	2	4	
12		3	3	2			
13	3	4	2	1	2	3	
14	1	3	4	1		3	
15	4	2	3	3	1	2	
16	1	3	1		1		
17	4	3	4	4	1	2	
18	2	2	4	1	4	2	(+ printed lists - Local acquisits
19	4	2	4	4	1	4	
20	2	1	1	2	2	3	

Please indicate by checking a point on the scale next to each question, the degree to which the suggested services would be desirable in helping you solve problems which your library is now facing: PRIORITY SCALE: 1, 2, 3, 4 (1=highest priority)

A. Fund accounting control
B. Reduce redundant purchases with other libraries
C. Centralized document processing center for acquisitions
D. Centralized acquisitions record keeping by NN w/document processing done locally
E. Increase book budget as a proportion of library budget
F. Other services relating to acquisitions, e.g., S.D. from MARC to selectors

NELINET AND LOCAL PRIORITIES: CATALOGING

INSTITUTION	A	B	C	D	E	F	G
1	1	1	1	1	1	4	4
2	1	1	1	1		3	4
3	1	1	2	1	3		
4	1	1	1	1	1	1	3
5	2	3	1	3	4	3	4
6	2	1	1	2	2	4	4
7	1	1	1	1	1	4	4
8	1	1	1	1	4	4	4
9	1	1	1	1	1	3	1
10	3	1	2	2			
11	1	1	1	1	3	4	4
12	1	2	1	2	4	4	3
13	3	2	2	1	4	4	2
14	3	1	1	1	2	4	4
15	1	1	1	1	1	2	2
16	1	1	1	1	1		4
17	1	1	1	1	1	4	4
18	1	1	2	2	N/A	4	3
19	3	2	2	2		4	4
20	2	3	2	3	4	4	4

A. On-Line shared cataloging, reduce redundancy of cataloging in region
B. Reduce staff costs of cataloging
C. Minimize the frequency of original cataloging
D. Increase rate of processing per staff member
E. Eliminate dependence upon proof slips or depository cards for cataloging or acquisition
F. Discontinue card catalog and begin book catalog production
G. Convert card or book catalog to microform

PRIORITY SCALE 1, 2, 3, 4 (1=highest priority)

INSTITUTION

NELINET AND LOCAL PRIORITIES: SERIALS CONTROL

	A	B	C
1	1	1	
2	1	2	
3	1	2	
4	2	1	
5	1	2	
6	1	1	
7	1	1	
8	have	?	
9	1	1	
10	1	2	
11	3	2	
12	1	2	
13	3	1	
14	1	1	
15	1	3	
16	2	1	
17	1	1	
18	2	1	Periodic list of local holdings (monthly); automate binding processing
19	2	4	Institutional list of current subscriptions
20	1	2	

A. Provide a machine file for producing union lists of serials
B. Automate such control functions as check-in, missing issue claims, etc.
C. Other serial functions:

PRIORITY SCALE 1, 2, 3, 4 (1=highest priority)

NELINET AND LOCAL PRIORITIES: CIRCULATION AND INTERLIBRARY LOAN I.H. (4)

	A	B	C
1	1	2	
2	3	3	
3	3	2	Mechanize services for locating titles (i.e., data bank)
4	1	3	
5	4	4	Straight automation of simple circulation system - not on-line
6	3	2	Produce overdue notices
7	4	1	
8	1	4	Automate overdues, fines, etc.
9	1	1	
10	1		
11	4	4	
12	1	2	
13	1	4	
14	1	4	
15	1	3	Control fine reporting, payment for lost books, etc., control student payroll
16	1	1	
17	1	4	Evaluate patterns of materials use - (i.e., to duplicate heavier used items)
18	1	2	Automatic billing for fines and lost books
19	4	4	
20	4	4	

A. Mechanize circulation and interlibrary loan with on-line query to circulation file
B. To institute an accounting system for paying and receiving monies for interlibrary loan transactions to and from other libraries
C. Other activities relating to this category

PRIORITY SCALE 1, 2, 3, 4 (1=highest priority)

NELINET AND LOCAL PRIORITIES: REFERENCE AND PUBLIC SERVICES (PART I)

	A	B	C	D	
1	1	2	1	3	
2		1	1	2	
3	2	4	1		
4	3	1	2	2	
5	3	2	3	2	
6	4	4	3	4	
7	1	3	1	4	
8	1	4	4	1	
9	3	3	1	2	
10		3			
11	3	4	3	4	
12	2	3	1	3	
13	2	2	2	1	
14		4	3		
15	1	3	1	2	
16	3	4	1	1	
17	2	4	4	4	
18	1	2	2	3	
19	3	3	3	2	
20	3	2	2	2	

A. Increase the number of bibliographers and subject specialists to reduce need for blanket orders, approval plans and other non-selective devices.
B. Establish a shared compact storage facility with other New England libraries, for serials and monographs
C. Establish a shared microfilming facility for worn or seldom used materials, including selected government documents
D. Increase the use of your collections by <u>both</u> local and regional libraries and patrons

<u>PRIORITY SCALE</u> 1, 2, 3, 4 (1=highest priority)

REFERENCE AND PUBLIC SERVICES: PRIORITIES (PART II)

	E	F	G
1	3	2	
2	4	1	
3	1	1	
4	3	1	
5	3	2	
6	4	3	
7	1	1	
8	4	4	
9	3	1	
10		1	
11	4	4	
12	3	1	
13	2	2	
14		1	
15	4	1	
16	3	1	
17	4	1	
18	3	2	On demand bibliographies produced; sharing of bibliographic expertise
19	4	2	
20	3	2	

E. Increase your access to state library resources
F. Increase your access to regional library resources
G. Other public service activities

PRIORITY SCALE 1, 2, 3, 4 (1=highest priority)

Table IH-5

NELINET AND LOCAL PRIORITIES: MANAGEMENT INFORMATION

	A	B
1	1	
2	2	
3	1	
4		
5	1	
6	2	1 Acquisition by funds; acquisition by subject categories
7		
8	1	
9	1	
10	1	
11	3	1 Develop useable standards for different classes of activities
12	1	
13	2	
14	1	
15	2	
16	2	
17	1	
18	1	2 Est. report sys. to indicate specific use and non-use of reserve books
19	2	2 Management data collecting, use data, opinion sampling etc.
20	2	

A. Increase the timeliness of reports relating to specified operations in your library, perhaps comparing them with the same functions at other similar libraries in the region, e.g., cataloging rates and costs
B. Other management information

INSTITUTION

CURRENT NELINET SERVICES

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	, 3, ,	1	13	15	2	9	10	4	5	7	6	14	11	12	8 Req. by Call No
2	3, 2, 1, 5				?	?			5			4	?	?	
3	2, 14, 15, 4	12	17	8	1	3	13	6	7	16	9	5	11	10	
4	7, 6, 8, 9	10	4	11	6	2	3	12	6	13	14	5	15	15	
5		0	0	6	1	2	3	0	4	0	0	5	7	7	
6	5, 4, 3, 7	11	14	13	12	1	2	6	9	8	15	10	16	17	
7	17, 7, 16, 6	6	15	14	5	2	1	13	3	12	4	11	10	9	
8	8, 8, 8, 8			6	1	2	3		4			5	7		
9	1, 4, 2, 3					1	2		1			1	2	2	
10						1	2		3						
11	, 2, ,	3	12	5	1	13	4	15	14	6	7	11	10	9	
12	, , 4, ,					2	1			3					
13	5, 6, 1, 7	9	8	1	4	3	2	4	1	5	6	4	2	3	
14	4, 12, 3, 13	5		11	10	2	1	14	15	6	9	8	7		
15	4, 5, 3, 16	14	7	15	12	2	1	13	9	10	11	17	6	8	
16	3, 6, 7, 9	10	4	1	2	5	6	11	12	14	15	16	13	17	
17	3, , ,	1	5	5	1	2	2	1	4	5	6	2	1	2	
18	3, 2, 1, 4	2	13	14	6	7	3	5	10	8	9	12	11	4	
19	, 2, 1, 3	9	13	8	10	5	4	14	6	7	15	12	11		
20															

In the current catalog support sub-system, would you number the following possible system developments in the order of preference:

A. Capability to request NELINET products in the batched system by: Main Entry Only, Title Only, Main Entry and Title, Series
B. Capability to print diacritics
C. Capability to produce Book Catalogs
D. Type-set card products, i.e. so they appear as LC printed cards
E. Capability to print 8 lines to the inch, instead of the current 6 lines to the inch
F. On-line search by LC card number
G. On-line search by author/title
H. A listing of MARC by LC class number to aid acquisitions
I. Capability to pre-sort the card set so that they arrive at your library in order for direct filing into your catalogs
J. Greater flexibility in the way in which the call number is printed on the catalog card
K. The ability to put local notes on the catalog cards
L. The ability to request by ISBN number
M. On-line encoding of requests for the batched system
N. On-line encoding of bibliographic records, (i.e. non-MARC items) for the batched system
O. Other options (please describe):

Table IIA-1

ACQUISITIONS: STAFF AND SALARY

INSTITUTION	A	A.S.	B.	A.S.	C	A.S.	D	A.S.	E	A.S.
1	11	9,655	0	---	23	6,139	0	---	3	2.05/hr
2	2	8,900	1.67	6,500	2	7,420	3.12	6,433	3.37	1.60/hr
3	5	10,000	0	---	5	6,000	2	3,000	0	---
4	0	---	0	---	1	3,900	0	---	0	---
5	1	10,000			2	6,000			.5	1,750
6	1[1]	13,000	1	6,000	11	5,500	2	3,000	0	---
7	9	10,000	0	---	8	5,000	0	---	2 fte	---
8	.75	6,900	.25	1,950	.8	4,189	1	3328	1	3328
9	5	9,550	0	---	8	5,070	1	3,510	10	5,864
10	---	---	---	---	--	---	---	---	---	---
11	3	10,200	1	8,400	18	4,925	8	2,463	16	1.70/hr
12	0	---	0	---	2	5,463	1	2,635	1	7,437
13	.5	---	0	---	1	---	0	---	1.5	---
14	2	10,400	0	---	4	5,200	9	4,492	---	---
15	12	8,333	2	4,640	7	5,888	0	---	4	2.00/hr
16	1	7,800	0	---	4	4,750	1	3,000	0	---
17	3	10,120	1	6,500	7	4,200	2	1,500	0	---
18	2	10,000	0	---	4	4,825	0	---	1.5	1,500
19	2	9,880	4	5,350	6	3,860	1	2,475	3	5,600
20	.5	7800	.5	7800	1	7800	1	7800	30 hr wk students	3120
TOTAL	60.75	$152538	11.42	$47140	114.8	$96129	32.12	$43536	47.87	NA
AVERAGE	3.38	$9533	.63	$5893	6.04	$5341	1.78	$3628	2.66	NA

[1]No selection incld.

A. Full-time professionals, bibliographers
B. Part-time
C. Clerical
D. Part-time clerical
E. Other
A.S. Average salary

INSTITUTION

NUMBER OF BLANKET ORDER/APPROVAL PLANS - PERCENT OF CURRENT ACQUISITIONS

	Name	%	Name	%	Name	%	Name	%	Other	%	Total	%
1												
2												
3	CILA	1	Kubon & Sagner	1								
4												
5												
6												
7	Harrassowitz		Blanchetot	1								
8	Abel/ALAP	27										
9	Abel	30	Blanchetot									
10	Abel	10	Corner Book	11	Eastern Book	35	DeWolfe & Fiske	15	Orbit Book	6	Univ. Microfilm	7
11	Rosenberg		Harrassowitz		Ducharme							
12	Abel	20										
13	Baker & Taylor	1	U. Microfilm	6								
14												
15	Harrassowitz	5	Touzot	10	S/O	10	Strand	5				
16	All pub. standing orders = 15% of total (approx.)											
17	100 publishers standing orders											
18	Harrassowitz	?	Blancheteau	?	Abel	4?	10 Pub.	1	Barbazan	2	CILA	2
19	Oxford U.P.	2½										
20	None											

INSTITUTION	USE OF PROOF-SLIPS/DEPOSITORY CARDS					
	A	B	C	D	E	
1	2	2			2	
2	1					
3	1	1	1	1		
4				1		
5	0	0	0	0		
6	0	0	MCRS			
7	0	0	MCRS			
8	0	0	0	0	0	
9	0	0	MCRS	0	0	
10	1	1	1	1		
11	0	0	2	2		
12	1	1	1	1		
13	0	0	0	0		
14	0	0	0	0		
15	2	2		2		
16		1	1	1		
17		1	1	1		
18	0	0	0	0		
19	0	0	0	0		
20	0	0	0	0		

A. Used for book-selection
B. Used for order copy verification
C. Used for cataloging proof-copy
D. Used for card production
E. Other

0 Neither used
1 Proof-slips used
2 Depository cards used

INSTITUTION

COMPUTER USED FOR ACQUISITIONS SUPPORT?

	To What Extent	What Purpose	Cost	Manpower Involved (Hrs. per week)	System Used
1					
2					
3					
4	Small	Fund Control		1 pro/20 min/mo	
5					
6	All orders	In process file	4200/mo	($2,000)	
7	All orders	In process file		Not yet operative	CDC
8					
9	All orders	Lists		2 clerical	
10					
11	Bookkeeping		3,000	2 clerical/67 hrs	
12					
13					
14					
15					
16					
17	All orders	Order print-out, ~~rec. control~~		2 typists, 1 S. Analyst	BATAB
18					
19					
20					

Table IIE-1

Table IIF-1

INSTITUTION	CURRENT FISCAL YEAR: WHAT PERCENT OF ITEMS ARE:		
	Current Imprints (Post '68) Percent	Retrospective (Pre '68) Percent	
1	55%	45%	
2	80%	20%	
3	90%	10%	
4	90%	10%	
5	20%	80%	
6	90%	10%	
7	80%	20%	
8	60%	40%	
9	81%	19%	
10	98%	2%	
11	90%	10%	
12	75%	25%	
13	70%	30%	
14	61%	39%	
15	—	—	
16	75%	25%	
17	86.75%	13.25%	
18	65%	35%	
19	60%	40%	
20	75%	25%	
Average	73.78 %	26.22 %	

INSTITUTION	PERCENT OF ACQUISITIONS INITIATED BY:				
	Faculty	Lib. Staff	Gifts	Others	
1	45%	45%	9%	1%	
2	60%	30%	10%		
3	75%	20%	5%		
4	80%	15%	4%	1%	
5	20%	70%	10%		
6	33%	56%	10%	1%	
7	34%	60%	6%		
8	20%	65%	15%		
9	78%	20%	1%	1%	
10	2%	96%	1%	1%	
11	75%	22%	3%		
12	85%	10%	5%		
13	32%	58%	10%		
14	54%	35%	11%		
15	29%	40%	1%	30%	
16	60%	40%			
17	95%	1/2%		5-1/2%	
18	25%	55%	20%		
19	82%	16%		2%	
20	50%	50%			
Average	48%	40%			
Minimum	2%	.5%			
Maximum	95%	96%			

ACQUISITIONS BUDGET FOR 1968-1971 ANNUALLY

INSTITUTION	1968-69	1969-70	1970-71	1971-72
1	496,000	675,000	923,000	900,000
2	23,085	23,919	26,191	28,867
3	182,668	210,000	233,634	224,739
4	56,400	66,400	76,400	86,400
5		52,900	161,573	
6	471,400	543,200	639,000	636,400
7	506,948	481,804	572,466	560,000
8	167,209	89,965	95,826	
9	400,210	399,215	302,585	356,061
10				
11	388,665	476,489	472,427	600,000
12	80,000	90,000	100,000	100,000
13	55,141	60,000	75,000	75,000
14	156,873	181,346	196,406	226,000
15		636,800	590,000	600,000
16	211,250	187,142	249,025	264,000
17	345,600	447,700	305,800	250,000
18	30,300	34,000	46,200	46,200
19	231,053	243,800	316,900	
20	40,000	40,000	44,000	50,000

INSTITUTION	COULD ACQUISITIONS SYSTEM BE IMPROVED?		
	Yes	No	Bottlenecks or Procedures to be Improved
1	x		Verification of LC entry
2		x	
3	X		Verification - delay in ordering
4	x		
5	x		
6	x		Slow vendors, etc.
7	x		Searching, accounting
8	x		Pre-order search data
9	x		Whole system
10	x		Searching and verification
11		x	
12	x		
13	x		Searching, etc.
14	x		
15	x		
16	x		
17		x	
18	x		
19	x		
20	x		On order file

INSTITUTION	ARE CHECKS WRITTEN TO VENDORS OR PUBLISHERS BY:			
	Library	Bus. Ofc.	Other	
1	no	no	Comptroller's Ofc.	
2	no	yes		
3	no	yes		
4		yes		
5	no	yes		
6	no	yes		
7	no	yes		
8	no	yes		
9	no	yes		
10	no	no	Reg. Fin. Ctr.	
11	no	yes		
12	no	no	State Compt. Ofc.	
13	no	yes		
14	no	yes		
15	no	no	State Ofc.	
16	no	yes		
17	no	yes		
18	no	no	State Purchasing	
19	no	yes		
20	no	yes		

INSTITUTION	COORDINATION BETWEEN ACQUISITIONS AND CATALOGING	
	A	B (Please describe)
1	no	
2	yes	Ed
3	yes	
4	yes	
5	yes	
6	no	
7	yes	
8	yes	(to order LC cards)
9	yes	Slight
10	yes	
11	no	
12	yes	
13	no	
14	yes	Use m/o form, proofslips/IDC MCRS, etc.
15	yes	90-45 acceptable
16		
17	yes	
18	no	Not sufficiently accurate
19	yes	Abel cards ordered with books
20	yes	

A. Pre-order data used by catalogers
B. Pre-order data used by others

INSTITUTION

COORDINATION BETWEEN ACQUISITIONS AND FACULTY:

	A	B	C	D	E	F	Yes	No	Description of other (F)
1	yes	yes	yes	yes	yes	yes	x		Not able to be bibliographically identified.
2	yes	no	yes	yes	yes		x		
3	yes	yes	yes	yes	yes		x		
4	yes	yes	yes	yes	yes	yes	x		Cataloged
5	yes	yes	yes	yes	yes		x		
6	yes	yes	yes	yes	yes		x		
7	yes	yes	yes	no	yes	yes			In process
8	yes	yes	yes	yes	yes		x		
9	yes	yes	yes	yes	yes				
10	yes	yes	yes	yes	yes		x		
11	yes	yes	yes	yes	yes		x		
12	yes	no	no	yes	yes		x		
13	yes	yes	yes	yes	yes		x		
14	yes	no		yes	yes		x		
15	yes				yes				
16	yes	yes	yes	yes	yes		x		
17	yes	yes	yes	yes	yes		x		
18	yes	yes	yes	yes	yes	yes	x		When cataloged
19	no	yes	yes	yes	yes	no	x		
20	no	yes	yes	yes	yes	no	x		

Do faculty members initiate order requests?
If YES, are they notified if an item is:

A. On order
B. Rejected
C. Not available
D. Received
E. Already owned
F. Other

INSTITUTION

IS THERE A WELL-DEFINED SELECTION POLICY?

	Yes	No	Statement or Description
1		x	Comprehensive policy expected by June 1972
2	x		No written statement
3		x	All faculty reqs. are accepted until dept'l. fund is exhausted.
4		x	
5	x		Unwritten
6		x	Written for engineering library
7		x	Budgetary limitations
8	x		Yes
9		x	Judgement of faculty and library staff
10		x	Screened by Hd., Acqs.; Hd., Tech. Processing; and Dir. Educational Resource Center
11	x		Unwritten
12		x	On the basis of cost vs. need. Sometimes orders are postponed rather than rejected
13		x	According to reviews
14		x	
15		x	
16		x	By faculty according to departmental priorities
17	x		Faculty
18		x	
19		x	Rejected in some cases on basis of excessive cost
20		x	

Table IIN-1

ACQUISITION - CENTRALIZED SELECTION

INSTITUTION	A	B	C	D	E
1	no	yes	yes	4	9%
2	no	yes	yes	1	.012%
3	no	no	yes	5	30%
4	yes		yes	4	13%
5					
6	no	no	yes	13	100%
7	yes	yes	yes	8	33%
8					
9	no	yes	yes		
10					
11	yes		yes	4	
12					
13					
14	yes		yes	4	14%
15	no	no	yes	2	
16	no	no	yes	3	20%
17	no	yes	yes	5	27%
18	no	yes	yes	1	2%
19	no		yes	1	
20	no		yes		

A. Is selection centralized for all of the institution's libraries
B. If not, is there sufficient coordiantion of selection as the system operates
C. Are items received for branches processed thru a central acquisitions system
D. If YES, for how many branches
E. What percent of total acquisitions is for the branches

ACQUISITIONS - COOPERATIVE PROGRAMS

INSTITUTION	1	2	3	4	5
1	no	yes		Local	Problems of access, status, change and politics
2	no				Demands on staff time
3	no				
4	yes	more	most	local	Institutional autonomy
5	yes			HILC	
6	no	yes	7	4 or more	Distance, a communications problem; enforcement of selectio polic
7	no	yes	misc.		Task retrieval of materials
8	yes				
9	no	yes	expensive mat.		Faculty desire for material at hand; allocation of funds
10	no			local	Security problems
11	yes				The nuisance of having material where you don't want it.
12	no		possibly	local	Conflicts or excessive "necessary" duplication
13	no				
14	yes	resh. mat.			Inaccessibility of materials
15	no	yes			Faculty wants and librarians egos
16	yes				
17	yes			NHCUC	
18	no	yes	all		Pressures by faculty for comprehensive coverage in their field
19	yes				Communications
20	no	yes		WACL	Lack of union cat.

D = Discriptive response

1. Is there any cooperative acquisitions with other institutions
2. If NOT, is there any need for such a program
3. In what areas (record total number)
4. With what institutions
5. Major blocks to making a cooperative acquisitions program work

ACQUISITIONS - COOPERATIVE PROGRAMS (EXPENSIVE ITEMS)

INSTITUTION	A	B	
1	1	1	
2	1	1	
3	1	1	
4	1	1	
5	1	1	
6	1	1	
7	1	1	
8	1	1	
9	1	1	
10	2	2	
11			
12	2	2	
13	2	2	
14	1	2	
15	1	1	
16	1	2	
17			
18	1	1,2	
19			
20	1	1	

A. To what degree in favor of participating in a program of cooperative acquisitions of expensive or seldom used materials?

B. If these materials were not housed at your institution, how would you feel?

1. Very much in favor
2. Somewhat in favor
3. Somewhat against
4. Adamantly against

INSTITUTION

FILES USED IN ACQUISITIONS

	A	B	C	D
1	10	LC entry/A-Z also	cards	66K + tubs[1]
2	6		cards	8K (description attached)
3	10	A-Z	cards	130K
4	2	LC entry	cards	2K
5	3	title	cards	2-1/2K
6	16	A-Z	cards	185K
7	7	A-Z	cards	54K
8	7	main entry	cards	3K
9	17	A-Z	cards	
10	3	A-Z	misc.	
11	5	A-Z	cards	11K
12	8	A-Z	cards	
13	3	A-Z	cards	
14	12	A-Z	cards	14K
15	8	A-Z	cards	176K + (310K = depository catalog)
16	2	A-Z	cards	15-1/2K
17	10	A-Z	cards	14K + (11 cabinets)
18	5	A-Z	cards	34K
19	3	A-Z	cards	15K
20	3	misc.	cards	6K

A. Total number of files
B. Arrangement of files
C. Usual medium
D. Total average size of files

1. Estimate based on 100 cards to 1 inch, 10 inches to a drawer
2. Slips considered as cards

INSTITUTION

SIZE OF STAFF

	A	B	C	D	E	F	G	H
1	16	9,600	15	6,604	9	5,460	3	3,640
2	2	9,362	2	5,542	2	5,472	.37	$1.60/hr
3	6	11,271	6	5,370	6	5,822	5 other	6,000
4	1	9,300	2	4,350	.5	1,750	1	$1.60/hr
5	1	10,000	.5	3,000	3	6,000	2	1,750
6	10	10,375	16	6,074	1	4,160	4	783
7	6	?	10	?	10	?	2	?
8	2	6,825	0	---	1.5	4,291	5 (owe	$1.60/hr
9	7	9,929	5	5,100	3	4,500	4	2,250
10	4	11,000	5	6,500	1	5,500	0	---
11	21	9,800	15	5,025	11	5,025	120 hr/week @ $1.70/hr	
12	1	9,348	1	6,667	3	5,245	2	6,056
13	1	8,400	0	---	0	---	1	480
14	5	9,500	2	4,576	3	4,056	2	5,252
15	6	13,845	7.5	7,934	6	5,685	0	---
16	6	8,100	5	5,138	0	---	0	---
17	7.5	10,125	9	4,430	12	3,892	1 admin asst	6,760
18	7	8,841	6	4,747	1	3,150	1	5,696
19	5	9,456	4	6,529	3.5	4,640.	7	3,769
20	1.5	?	1	?	1	?	1	?

A. Full-time professional
B. Average salary
C. Full-time clerical assistants
D. Average salary
E. Full-time typists
F. Average salary
G. Students (F.T.E)
H. Salary

INSTITUTION

CATALOG BUDGET - ANNUAL

	1968-1969	1969-1970	1970-1971	1971-1972 (Est.)	
1		163,236	296,393	321,443	
2	41,229	38,165	49,106	50,567	
3	90,059	110,998	143,950	150,045	
4			23,846		
5		24,626	36,200		
6	224,165	232,975	214,313	223,939	
7	157,935	175,055	182,055	180,000	
8					
9		104,434	129,819	152,117	
10					
11					
12					
13	4,194	7,368	5,000	5,000	
14	56,170	67,729	69,850	83,000	
15	130,000	150,000	200,000	210,000	
16	73,050	89,429	98,329	104,000	
17	160,850	182,850	190,521	177,400	
18	72,500	82,000	103,000	103,000	
19	90,167	119,807	133,794	140,893	
20					

INSTITUTION

CLASSIFICATION SYSTEMS USED

	A	B	C	D	E
1	LC	Biscoe book number	no		10,000
2	LC	Dewey - Special Collections	yes	95	500
3	LC	Special Collections	yes - Cutter	50	7,000
4	LC	No PZ, Dewey for K	no		250
5	LC		no		600
6	LC	Cutter No (100%)	yes - 3	40	5,000
7	LC		yes - Dewey	66	500
8	LC		yes - Dewey	18	
9	LC	None	yes - Dewey	95	2,500
10	LC	Standard No.	yes	13	60
11	LC	Law	yes - Cutter		4,000
12	LC		yes - Dewey	36	4,500
13	LC		no		300
14	LC	Periodicals	no		500
15	LC	Periodicals - unclassified	yes - Dewey	85	3,000
16	LC	Dewey	yes	80	1,150
17	LC	Periodicals - Juveniles	yes - Dewey	25	1,000
18	LC	Serials - Juveniles	yes - Dewey	40	2,500
19	Dewey	Periodicals - Special Collections	no		
20	LC	Periodicals - PZ	yes - Dewey	55	200

A. Class system used
B. What variations used
C. Older classes still shelved? What class?
D. What percent of total collections = older classes?
E. Average number of titles actively "in process"

INSTITUTION

BACKLOG AND BREAKDOWN

			English Monographs	Non-English		
A	B	Current	Retro.	Current	Retro	Other
1	yes	8,500	4,439	1,479	1,903	602
2	yes	100		100		
3	yes	5,000				
4	yes	50				
5	no					
6	yes	1,000	4,250	800	750	200
7	yes	2,000	1,200	550	250	
8	no					
9	yes	3,000	2,250	450	2,700	550
10	yes	1,738	738	1,000		354
11	yes	67,375				
12	yes	970				
13	yes	2,798	1,500	500	350	300
14	yes	4,500	1,100	1,875	650	175
15	yes	30,000	5,000	10,000	5,000	20,000
16	yes	480	80		375	45
17	yes	500	100		100	300
18	yes	9,731	5,000	2,500	1,800	600
19	yes	2,625				
20	yes	150	100			

A. Do you now have a backlog?
B. If YES, what size in titles?

INSTITUTION	PRIORITY CATEGORIES FOR PROCESSING			
	1	2	3	4
1	Demand/rush	Reserve/rush	Course expedite	Current/new
2	Rush requests	Current	Reference material	All other
3	Rush reserves	Rush requests	LC copy available	Orders without LC
4	Rush reserve	Rush faculty request	Literature	
5	Course - work need	Faculty requests	Student request	General orders
6	Rush - patron or reserve	Multi-volume sets	Multiple copies	
7	No priorities			
8	Reserve	Reference	New acquisitions	Reclass
9	Reserve	Request	Divisional library	Reference
10	Major serials	Curriculum materials		
11	Rush	Special requests	Notify	LC copy available
12	Rush faculty	Faculty reserve	Current faculty	
13	Faculty requests			
14	Reserves	Faculty requests	Student requests	
15	Perfect LC copy	Rush materials	NUC copy	No copy
16	Reserves	Books for Darling	Orders	Gifts
17	Rush	Browse	Dept. orders	Reference books
18	NELINET cards	LC cards	Original cards	
19	Rush books	Popular reading	Reference materials	
20	Rush	Faculty & staff requests	Pollution & Ecology books	Timely titles

INSTITUTION	AVERAGE CATALOGING PROCESSING TIME
1	Depends on type of material and type of LC copy available
2	About 5 to 6 weeks wait about 1 month for LC cards
3	Three months to 5 months
4	One month
5	One week (little cataloging done in-house)
6	Three months
7	All NCAP material held until LC copy available
8	Three to 4 weeks if cards ordered from LC; 1 week for ALAP books - cards
9	Three months
10	One week
11	One day to 2 years
12	Eight weeks
13	Three months
14	Five weeks
15	Six weeks (if no typing backlog, 2 weeks for books with copy)
16	
17	Three weeks
18	Four months
19	
20	Two to 3 weeks

INSTITUTION

TITLES PROCESSED WITHOUT LC, NUC OR SECONDARY SOURCE COPY

	A	B	C	
1	25	15-20	(only used for authorization of names)	
2	8	5	1	
3	25-30	10		
4	30	8		
5	5	2	1	
6	26		4	
7	5	3	2	
8				
9	20	2	2	
10	20			
11	49			
12	35	10	7	
13	80	10	10	
14	30	20	6	
15	13.9			
16				
17	30	10		
18	10	3	.5	
19				
20	10	7	5	

What percent of titles that go through your department are done:

A. With no L.C. copy available
B. With no N.U.C. copy available
C. With no secondary source copy available

INSTITUTION	LANGUAGES PROCESSED (PERCENT OF TOTAL ITEMS PROCESSED)								
	English		Romance Language		Germanic		Other		
	1968-71	Pre 1968	1968-71	Pre 1968	1968-71	Pre 1968	1968-71	Pre 1968	TOTAL
1	52	18	11	6	7	3	2	1	100%
2	75	0	10	0	5	0	10	0	100%
3	80	0	8	0	9	0	3	0	100%
4	93	0	5	0	2	0	0	0	100%
5	19	76	.6	2.4	0.2	0.8	0.2	0.8	100%
6	89	0	5.3	0	3.3	0	2.4	0	100%
7	55	10	9	4	8	4	8	2	100%
8	58	40	1	-	1	-	-	-	100%
9	76	17.5	2.25	2.25	0.7	3	.5	..5	100%
10	93	2	2	1	1	1	?	?	100%
11	40	0	25	0	20	0	15	0	100%
12	64	21	7.5	2.5	3.8	1.2	0	0	100%
13	20	0	70	0	10	0	0	0	100%
14	41	26	10	7	10	4	1	1	100%
15	-	-	-	-	-	-	-	-	--
16	84	10	4	0	1	0	1	0	100%
17	79	12	3.5	.5	3.5	.5	.75	.25	100%
18	49	26	10	5	3	2	3	.2	100%
19	-	-	-	-	-	-	-	-	--
20	90	0	4	0	5	0	1	0	100%
AVERAGE	64.2%	14.4%	10.4%	1.7%	6.6%	1.1%	2.8%	7%	
RANGE MIN.	20%	0%	1%	0%	.2%	0%	0%	0%	
RANGE MAX.	93%	76%	70%	7%	20%	4%	15%	2%	

Table IIII-1

INSTITUTION	CATALOG COPY						
	A1	A2	A3	B1	B2	B3	
1					yes		
2							
3	yes	yes	yes				
4		yes					
5		yes					
6				yes (mcrs)*	yes	yes	
7				yes (mcrs)*	yes	yes	
8							
9							
10	yes						
11				yes	yes	yes	
12			yes				
13							
14		yes					
15					yes		
16		yes					
17	yes	yes			yes		
18							
19							
20							

A. Are L.C. proof-slips used?
B. Are depository cards used?
— If YES, are they used for

1. Catalog copy which is re-typed
2. C.C. which is reproduced
3. Other

*MCRS refers to the Micrographic Catalog Retrieval System marketed by Information Dynamics, Inc.

INSTITUTION

SERIALS CATALOGING

	A	B	C	D	E	F
1	yes	yes		yes	yes	
2	no	no		yes	yes	
3	no	yes		yes	yes	
4	no	no		yes	yes	
5	no	yes		yes	yes	
6	yes	yes	Alpha notation plus cutter	yes	yes	
7	yes	yes		yes	yes	
8	no	no				
9	yes	yes	Dewey	yes	yes	
10	no	no		yes	yes	
11	yes	yes		yes	yes	
12	yes	no		yes	yes	
13	no	no	Periodicals Kardex	yes	yes	
14	yes	no		yes	yes	
15	no	no		yes	yes	
16	no	no		yes	yes	
17	yes	no		yes	yes	
18	yes	yes		yes	yes	
19	yes	no		yes	yes	
20	no	no		yes	yes	

A. Is serials cataloging performed by a separate cataloging group from monographs?
B. Are periodicals classified?
C. If not, please describe?
D. Are other serials classified?
E. If YES, are they cataloged in same manner as monographs?
F. If not, please describe?

INSTITUTION	FILING: HOW MANY HOURS SPENT PER WEEK?				
	Supervision & Checking		Filing		
	Prof.	Non-Prof.	Prof.	Non-Prof.	
1	36			100	
2	6			10	
3	24			113	
4	1	1		10	
5	10	5		30	
6	7'			35'	
7	10	55		70	
8	2			20	
9	9			40	
10	5			25	
11	6	10	79	40	
12	4.5	1.5		7	
13		4	5	10	
14	5			13	
15	4.5			159.5	
16		10	10	15	
17		37.5		125	
18	15	3	10	19	
19					
20	5	2.5	10	15	

'Does not include sorting and alphabetizing

INSTITUTION	REASSIGNMENT OF CATALOGERS				
	A	1	2	3	
1	yes	x	x	x	
2	yes		x		
3	yes	x			
4	yes		x	x	
5					
6	yes	x	x	x	
7					
8	yes		x	x	
9	yes			x	
10	no				
11					
12					
13	yes	x			
14	yes		x		
15	yes	x			
16	yes	x	x	x	
17	no	x	x	x	
18	yes		x		
19	yes		x		
20	yes	x	x	x	

A. Does the librarian feel that catalogers could be assigned to public service roles if cataloging workloads were reduced? If YES, to:

1. Bibliography
2. To reference
3. Book selection

INSTITUTION

	A	B	C	D
1	yes	no	All	Most NUC libraries excepting subject headings and conflict in entry.
2	yes	no	Processing time	Any library following LC standards - Yale, Dartmouth
3	no	yes	Card production	Yale, Harvard
4	yes	yes	Processing time	NUC - with scrutiny of subject headings
5	yes	yes	Speed	Probably most
6	yes	no	Cards & class.	Yale
7	yes	no	Cards & Authority	Any LC compatible system
8	yes	no	Serials	Harvard, Dartmouth
9	yes	no	Filing	Any LC - AA code compatible library
10	yes	yes	Shared cat.	
11	yes	no	Copy retrieval	Yale
12	yes	yes	Processing	Most NUC copy acceptable
13	yes	yes		
14	yes	yes	Cards	Yale, Harvard
15	yes	no		Yale, Harvard
16	yes	yes	Car prod. & s.c.	Any compatible with LC
17	yes	yes	No	Possibly Yale, Harvard
18	yes	yes		
19	yes	yes	Elim. charges	Yale, Harvard, Dartmouth, M.I.T.
20	yes	yes	Serials	Harvard, Boston University

A. Does librarian feel that present cataloging system could be improved?
B. Is there sufficient coordination between acquisitions and cataloging?
C. What area of cataloging could be most improved by use of computers?
D. What New England libraries whose cataloging you would accept - without basic changes in call number?

INSTITUTION

CATALOG FILING

	A	B	C1	C2	C3
1	A-Z, ALA rules	Main A-Z, subject classed	59	12	17
2	Carnegie filing rules	Dictionary			
3	LC	Dictionary	40	12	61
4	A-Z word by word	Dictionary	10	1	
5	ALA	Dictionary	30	4	
6	ALA (1942)	Divided (LC): Dictionary (Dewey)	28	5	3
7	ALA (2nd ed.)	Divided	90	10	35
8	Mix of LC - ALA	Divided	10	2	8
9	ALA (2nd ed.)	Dictionary	35	5	1/2
10	ALA	Divided	15	4-1/2	8-1/2
11	Cleveland	Dictionary			
12	ALA	Divided (by drawer)	5-1/2	1-1/2	
13	ALA	Divided	15	5	
14	ALA (1942)	Dictionary	15	3	
15	ALA	Divided	89	22-1/2	52-1/2
16	ALA	Dictionary	33	2	
17	ALA (1st ed.)	Divided	35	8	2
18	ALA (local modification)	Dictionary	18	7	4
19	ALA	Divided	23.7		
20	ALA (new ed.)	Dictionary	15	1	

A. What filing system is used for your main catalog?
B. How are your public catalogs arranged (dictionary, etc.)?
C. How many hours per week spent for filing in: 1. Main catalog
2. Shelf list
3. Departmental files

Table IIIU-1

DEPARTMENTAL FILES

INSTITUTION	A	B	C
1	14	A-Z, class	2.5M
2	15	Class	207K
3	12	A-Z	2.2M
4	11	Class	180K
5	1		20K
6	11	A-Z/Class	663K*
7	6	Class	650K*
8	3	A-Z	110K
9	2		750K
10	7	A-Z	3K
11	10	A-Z	2.23M
12	3	A-Z	114K
13			
14	10	A-Z/Class	34K
15	6	A-Z	2.5
16	31+*	A-Z	2M
17	14	A-Z	1.75M
18	11	A-Z	418K
19	9	A-Z	
20	5*	A-Z	104K*

* Does not include public catalogs
**Most figures based on 1000 cards per drawer

A. Number of files
B. Most common arrangement
C. Average size of files (i.e., of total files)

INSTITUTION	WOULD YOU BE IN FAVOR OF YOUR LIBRARY PARTICIPATING IN NELINET?		
	Yes	No	
1	yes		
2	yes		
3	yes		
4	yes		
5			
6	yes		
7	yes		
8			
9	yes		
10	yes		
11			
12	yes		
13	yes		
14	yes		
15			
16			
17			
18			
19			
20	yes		

INSTITUTION	WHAT DO YOU THINK OF NELINET CATALOG SUPPORT PRODUCTS?
1	Acceptable. We will have to use a 2-step process for ordering
2	Adequate for our needs
3	Perfectly acceptable
4	
5	
6	Have not tested them yet
7	
8	
9	Excellent quality, standard, acceptable, not enough allowance for local variation (i.e., format, call No., etc
10	Satisfactory
11	
12	Selin labels excellent, pleased with card labels
13	Impressed and look forward to their use
14	Acceptable on the basis of limited use to date
15	
16	
17	
18	
19	
20	

INSTITUTION

SPECIFIC COMMENTS ON SERVICE ACCEPTABILITY

	1	2	3	4	5	6	7	8	9
1	yes	yes	yes	no		No, do not use bk pkt labels	yes	yes	9
2	yes	yes	yes	no		yes	yes	yes	
3	yes	yes	yes	no		yes	yes	no	5
4	yes	yes		no		yes	yes	yes	10
5									
6	yes	yes	yes		Our call # breaks differently	yes	yes	no	14
7	yes	yes	yes	no		We use blank book pockets	yes		39
8									
9	yes	yes	yes		Call #, accession #, location not combined & provision f/routing	yes	yes	yes	6
10	yes	yes	yes			yes	yes		
11									
12	yes	yes	yes	no		yes	yes	yes	1
13	yes			yes - too much		yes	yes	no	2
14	yes	yes	yes	yes - too much	Our call # breaks differently	No experience, but expect them to be usable	yes	yes	7
15									
16									
17									
18									
19									
20	yes	yes	yes	no		Call # runs horizontally across top. No need # to run vertically down left edge			

SPECIFICALLY, DO YOU FEEL THAT:

1. They can save manpower effort?
2. They are esthetically acceptable?
3. They are easily read by users?
4. There is too much/too little print on the cards?
5. Identify specific problems
6. Are book pocket labels used in your library?
7. Are the Selin labels usable by your library?
8. Are the sets too expensive?
9. How many catalogs do you have on campus which would include NELINET products? (Count divided catalogs separately)

DISTRIBUTION OF CURRENT ACQUISITIONS BY LANGUAGE AND DATE

	TOTAL %								Pre-1968								Post-1968							
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
1	70	8	5	4	10	3		100	18	2	2	2	3	1		28	52	6	3	2	7	2		72
2	75	4	4	2	5	3	7	100																
3	80	5	1	1	10	3	2	100	80	5	1	1	10	3	2	100	80	5	1	1	10	3	2	100
4	93	2	2		2	1		100																
5																	90							
6	86	4		1	5	3	1	100	10															
7	65	6	5	2	12	5	5	100	10	1	1		2	1	2	17	55	5	4	2	10	4	3	83
8																								
9	92	4	1		1		1	100	18	50	50	50	30	40	50		82	50	50	50	70	60	50	
10																	96	1			3			100
11	40	10	5	10	20	5	10	100								15								90
12	85	8	4	⟵ 3 ⟶				100	85	8	4	⟵ 3 ⟶				100	85	8	4	⟵ 3 ⟶				100
13	68	10	10	5	7			100	35	75	75	100	80				65	25	25		20			
14	65	⟵ 35 ⟶						100																
15																								
16																								
17																								
18																								
19																								
20	95	⟵ 5 ⟶						100	95	⟵ 5 ⟶						100	95	⟵ 5 ⟶						100

WHAT PERCENT OF YOUR ACQUISITIONS IS:

1. English
2. French
3. Spanish
4. Italian
5. Germanic
6. Russian
7. Other
8. Total

Table IVD-1

SYSTEM DEVELOPMENT OPTIONS PREFERENCE

	1				2	3	4	5	6	7	8	9	10	11	12	13	14	15
	A	B	C	D														
1		3	2			1			4	4		9		6	7	8		
2			2				1		3	4								
3	3	2	1	9	7	11	10	6	4	5	14	17	16	8	12	10	15	
4	7	6	8	9		4		6	2	3		6			5			1
5																		
6	7	6	5	8	10	14	17	9	2	1	15	13	11	12	16	4	3	
7	14	12	9	13	8	17	15	10	2	1	5	4	7	6	16	3	11	
8																		
9																		
10			1		13	7	4	3	11	5	2	14	12	6	8	9	10	
11																		
12		4	3	15	14	12	17	5	1	2	9	6	16	13	18	7	8	10
13	4	3	1	9	10	8	6	5	7	2								
14			3		1	5	8	2	4	6			7					
15																		
16																		
17																		
18																		
19																		
20																		

NUMBER THE FOLLOWING POSSIBLE SYSTEM DEVELOPMENTS TO THE CATALOGING SUPPORT SUBSYSTEM IN ORDER OF PREFERENCE:

1a Capability to request NELINET products in the batched system by: Main Entry Only
1b Title Only
1c Main Entry & Title
1d Series

2 Capability to print diacritics
3 Capability to produce Book Catalogs;
4 Type-set catalog cards, i.e. so they appear as LC printed cards
5 Capability to print 8 lines to the inch instead of the current 6 lines to theiinch
6 On-line search by LC card number
7 On-line search by main entry/title
8 A listing of MARC by LC class. number to aid acquisitions
9 Capability to pre-sort the card sets so that they arrive at your library in order for direct filing into your catalogs
10 Greater flexibility in the way in which the call number is printed on the catalog card
11 The ability to put local notes on the catalog card
12 The ability to request by ISBN number
13 On-line encoding of requests for the batched system
14 On-line encoding of bibliographic records (i.e., non-MARC items) for the batched system
15 Other options (please describe)

INSTITUTION	WHAT IS THE AVERAGE NUMBER OF REQUESTS SENT TO NELINET PER MONTH?
1	
2	
3	
4	
5	100
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	400 (100/week)
16	100
17	200/month - (50 requests/week) because of budget
18	750
19	
20	

Total 1,550
Average/library 258

INSTITUTION	WHAT CRITERIA DETERMINES WHAT ITEMS ARE SELECTED FOR REQUESTING CARDS?
1	
2	
3	
4	
5	Immediate need for material - gifts
6	
7	
8	Items for which no cards are available from ALAP
9	
10	
11	
12	
13	
14	
15	MARC on card; perfect LC copy; closed entry; blue stamp not on back of DC; not for special area
16	No branch numbers, fiction or music bibliography. Generally, parts of series are not sent.
17	LC number on back of title page, do not include branch libraries
18	Eng. language; LC car # 69 prefix or above; LC card # 68 prefix, with 1969 imprint
19	LC card order #'s of the 69 or any of the 70 series (English language)
20	

INSTITUTION	AT WHAT POINT OF PROCESSING DO YOU REQUEST NELINET PRODUCTS?
1	
2	
3	
4	
5	At point of order if card order No. is easily available; bk. in hand if card order No. has not been determine
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	After cataloging, when cards are given to reviewer.
16	Book in hand, if no proofslip is available
17	Book in hand from order department
18	Book in hand in acquisitions department
19	After cataloging (i.e., classification)
20	

Table VC-1

Table VD-1

ON THE AVERAGE HOW LONG DO YOU HAVE TO WAIT FROM THE TIME YOU REQUEST TO THE TIME YOU RECEIVE THEM?

1	
2	
3	
4	
5	15 days
6	
7	
8	N/A
9	
10	
11	
12	
13	
14	
15	[illegible] days
16	50 days
17	10-15 working days
18	1[illegible] days we receive 90 of the requests
19	10 days
20	

INSTITUTION	WHAT DO YOU LIKE MOST ABOUT THE CATALOG SUPPORT SERVICES?
1	
2	
3	
4	
5	Speed
6	
7	
8	Don't know
9	
10	
11	
12	
13	
14	
15	Don't have to wait for typing and revising to be done. Cards are neat and uniform in size.
16	It saves us time in searching wkly. shipments of proofslips or NUC's for LC copy.
17	[illegible] and--[illegible]out 1/2 hr. to process Inforonics truck against 1 hr. 30 mins. for one writen proofslip, etc
18	[illegible] call nos. and added entries are on the card.
19	time decrease in the amount of typing and revision time necessary as a result.
20	

INSTITUTION	WHAT DO YOU DISLIKE MOST ABOUT THE CATALOG SUPPORT SERVICES?
1	
2	
3	
4	
5	Card appearance
6	
7	
8	Format of book number on label for book pocket and card is not acceptable
9	
10	
11	
12	
13	
14	
15	Call No. format; errors have to be corrected on all cards; excess of ext. cards
16	Occassional delays in receipt of cards; card format; MARC not inclusive enough
17	Time sorting books to tape; sorting books 10 wks. waiting; sending tape by mail; No. of cards to file, billing
18	Print out errors
19	Unable to request cards prior to cataloging and receive them w/o call Nos. so that the Dewey # could be added
20	

INSTITUTION	COULD YOU SEND MORE REQUESTS TO NELINET?
1	
2	
3	
4	
5	Yes - previous tie-in with commercial processor
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	Yes - Budget limitations
16	Yes - Internal staff resistance. We intend to increase our request volume in July.
17	Yes - Budget
18	Yes - All items with LC Nos. are sent automatically. Those w/o are not, because of the limited access to tapes
19	No - unless received without call numbers
20	

INSTITUTION	WHAT IMPROVEMENTS WOULD YOU LIKE TO SEE IN THE NELINET SYSTEM?
1	
2	
3	
4	
5	Improved card format; punched book cards
6	
7	
8	Format of book number; wider data base to include earlier imprints and items not in MARC
9	
10	
11	
12	
13	
14	
15	Speed-up whole process; call number to conform to ours
16	Improve card and book pocket label format; author and/or title searching capability
17	Smaller type; billing simplified
18	Title access to tapes; standard error reporting form from us to you
19	
20	

HAS NELINET HAD ANY EFFECT ON STAFF JOB LOAD?

INSTITUTION	1		2				3			
	Yes	No	Yes	No	How Much	Position	Yes	No	How Much	Position
1										
2										
3										
4										
5		No		No				No		
6										
7										
8		No		No				No		
9										
10										
11										
12										
13										
14										
15		No			5					
16		No		No			Yes		slight	1 fulltime professional
17				No				No		
18	Yes			No				No		
19										
20										

1. Has NELINET had any effect on staff job load?
2. Since beginning to use NELINET, Has your staff increased?
3. Since beginning to use NELINET, has your staff decreased?

INSTITUTION

ARE ALL OF YOUR PROBLEMS GIVEN PROMPT ATTENTION BY INFORONICS OR NELINET STAFF?

	1		2		3
	Yes	No	Yes	No	Describe
1					
2					
3					
4					
5	Yes				
6					
7					
8	N/A				
9					
10					
11					
12					
13					
14					
15	Yes		Yes		I am not always sure who I am supposed to talk with at Inforonics
16	Yes				
17	Yes				Up to date list of people to contact
18	Yes				
19	Yes				I wish we could get teletype messages through to you more readily
20					

1. Are all of your problems given prompt attention by Inforonics or NELINET staff?
2. Have you any suggestions for improving communications?
3. Please describe:

INSTITUTION	ARE THERE FORMAL STAFF MEETINGS ABOUT NELINET?
1	
2	
3	
4	
5	No
6	
7	
8	No
9	
10	
11	
12	
13	
14	
15	
16	No, but informal meeting if problems arise
17	No
18	No
19	No
20	

Table VL-1

Table VM-1

INSTITUTION	HOW MANY STAFF MEMBERS ARE INVOLVED WITH NELINET?			
	Professional	Clerical	Typists	
1				
2				
3				
4				
5	1	2	0	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15	3			
16	2	2	1	
17	4	2	1	
18	7	4		
19	5	2-1/2	1	
20				
AVERAGE	4	2.5	1	

INSTITUTION

ARE NELINET PRODUCTS OF SATISFACTORY QUALITY?

	Yes	No	What changes would you like to see on them?
1			
2			
3			
4			
5	Yes		
6			
7			
8	Yes		Format of book number on book pocket and [illegible]
9			
10			
11			
12			
13			
14			
15	Yes		Size of type (smaller); call number format; series entry format
16	Yes		Card format, book pocket lable (call number is hard to read)
17			Reduce number of follow up cards
18	Yes		Smaller type (fewer second cards); different fonts
19	Yes		I still wish there was a way to have the script I printed in our call number
20			

INSTITUTION	DO YOU USE ALL NELINET PRODUCTS?
1	
2	
3	
4	
5	Yes
6	
7	
8	No - pocket labels because of format of book numbers
9	
10	
11	
12	
13	
14	
15	No - we use only cards. Selin labels come too late, pocket labels don't conform to our standard slash pocket
16	Yes
17	Yes
18	Yes
19	Yes
20	

INSTITUTION	DO YOU RETURN PRODUCTS TO NELINET?
1	
2	
3	
4	
5	No - no reason as yet
6	
7	
8	No
9	
10	
11	
12	
13	
14	
15	No - It is easier to change or fix ourselves than to tell you
16	Yes - Cards with errors are returned
17	Yes - If errors are NELINET - (call number, etc.)
18	Yes - Mistakes on cards
19	Yes - Errors on cards (typographical, omissions, etc.)
20	

Table VP-1

INSTITUTION	DO YOU CHANGE THE NELINET MACHINE FILE WHEN YOU MANUALLY CHANGE A NELINET SHELF LIST CARD?
1	
2	
3	
4	
5	No - Have changed no shelf list card
6	
7	
8	No
9	
10	
11	
12	
13	
14	
15	No We have no changes because of the strict criteria that I used in the beginning
16	No - Ignorance
17	No
18	No - Lack of staff
19	No - When a class # is changed it is usually done to resolve a conflict
20	

Table VQ-1

INSTITUTION	CAN YOU THINK OF ANY OTHER CATALOGING SUPPORT PRODUCTS, ETC.?
1	
2	
3	
4	
5	Yes - We would like a punched shelf list card and a punched book card similar to those we use now
6	
7	
8	Yes - Book card to match book pocket in acceptable format
9	
10	
11	
12	
13	
14	
15	No
16	No
17	No
18	No
19	No
20	

INSTITUTION

DO YOU KEEP TRACK OF NELINET EXPENDITURES?

	1	2	3	4	5	6	7	8
1								
2								
3								
4								
5	Yes	Yes	Yes	Yes		Have received none		
6								
7								
8	No	No		N/A			N/A	
9								
10								
11								
12								
13								
14								
15	Yes		No	Yes	No		No	
16	Yes	No		Yes	No		No	
17	Yes	No		Yes				
18	Yes	Yes	Yes	Yes	No		No	
19	Yes		Yes	Yes	No		No	
20								

1. Do you keep track of NELINET expenditures?
2. Do you have a NELINET budget?
3. If yes, do you separate assessment and product costs?
4. Do you check all NELINET bills?
5. Do you have any billing problems?
6. If yes, please describe:
7. Can you suggest changes in the billing system?
8. Please describe:

Table VT-1

INSTITUTION	DO YOU UNDERSTAND HOW THE NELINET SYSTEM WORKS TECHNICALLY?		
	1	2	
1			
2			
3			
4			
5	yes		
6			
7			
8	yes		
9			
10			
11			
12			
13			
14			
15	yes		
16	yes		
17	no	yes	
18	no	yes	
19	no	yes	
20.			

1. Do you understand how the NELINET system works technically?
2. If no would you like a staff seminar on the subject?

Table VU-1

INSTITUTION	NON-ENGLISH LC CARD NUMBER SEARCHING
1	
2	
3	
4	
5	No
6	
7	
8	No
9	
10	
11	
12	
13	
14	
15	No
16	No
17	No
18	Yes - National Union Catalog
19	No
20	

1. When the LC card number is not on a current English language item, do you look for it elsewhere?
2. If yes, where do you look (in order)?

Table VV-1

DO YOU THINK TO DEEMS PERIOD OF LEAVING REQUESTS ON THE FILE IS:

	1	2	3
1			
2			
3			
4			
5	no	no	
6			
7			
8			
9			
10			
11			
12			
13			
14			
15	yes		5
16			
17	yes		4
18	no	yes	Until we cancel request
19	no	no	
20			

1. Too long?
2. Too short?
3. How many weeks should they remain on the file?

INSTITUTION	HOW MANY REQUESTS DO YOU USUALLY HAVE AT NELINET AT ANY ONE TIME (NEW & OLD)?
1	
2	
3	
4	
5	(Data sample too small)
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	275
16	170
17	184
18	2,000
19	75
20	

Table VW-1

INSTITUTION	WHAT STATISTICS DO YOU MAINTAIN ABOUT NELINET's PERFORMANCE FOR YOUR LIBRARY?
1	
2	
3	
4	
5	Percent requests filled; time elapsed before request is filled
6	
7	
8	None
9	
10	
11	
12	
13	
14	
15	
16	Number of requests sent; filled; purged in 10 weeks, purged by us before 10 weeks
17	
18	
19	Number of sets ordered, number of sets received
20	

Table VY-1

INSTITUTIONS SYSTEM DEVELOPMENT OPTIONS PREFERENCE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1																	
2																	
3																	
4																	
5	4	5	2	6	14	11	1	15	10	9	7	8	15	16	3	13	12
6																	
7																	
8							6	1	2	3		4			5	7	
9																	
10																	
11																	
12																	
13																	
14																	
15	12	5	11	10	2	13	3	4	8	9	7	14	1	6	17	15	16
16																	
17																	
18	14		1	11	3	4		5	9		7	2				5	6
19			3		6	9		4	2	3	13	12	10	5	11	7	8
20																	

UNDER THE FOLLOWING POSSIBLE SYSTEM DEVELOPMENTS TO THE CATALOG SUPPORT SUBSYSTEM IN ORDER OF PREFERENCE:

1. Capability to request SELECT products in the existing batched system by main entry only
2. Capability to request SELECT products in the existing batched system by title only
3. Capability to request SELECT products in the existing batched system by main entry and title
4. Capability to request SELECT products in the existing batched system by series
5. Capability to print diacritics
6. Capability to produce book catalogs
7. Type-set catalog cards, i.e., so they appear as LC printed cards
8. Capability to print 8 lines to the inch instead of the current 6 lines to the inch
9. On-line search by LC card number
10. On-line search by author/title
11. A listing of MARC by LC classification number to aid acquisitions
12. Capability to pre-sort the card sets so that they arrive at your library in order for direct filing into your catalogs
13. Greater flexibility in the way in which the call number is printed on the catalog cards
14. The ability to put local notes on the catalog cards
15. The ability to request by ISBN number
16. On-line encoding of requests for the batched system
17. On-line encoding of bibliographic records (i.e., non-MARC items) for the batched system

Table VIA-1

INSTITUTION	DOES YOUR LIBRARY DISTINGUISH BETWEEN SERIALS AND PERIODICALS		
	A	B	
1	yes	yes	
2	yes		
3	yes	yes	
4	yes	no	Periodicals, transactions & proceedings are treated as one group, unclassified
5	yes	yes	
6	yes	no	We do not include periodicals as part of the definition of serials
7	no	yes	
8	yes	yes	
9	yes	yes	
10	yes	no	We exclude periodicals from serials
11	no	yes	
12	yes	no	We treat annual serials as added copies of books, ordered through acquisitions
13	no		
14	yes	no	We define as periodiclas some publications which appear irregularly
15	yes	yes	
16	yes		
17	yes	yes	
18	no		
19	yes	yes	
20	yes	yes	

A. Does your library distinguish between serials and periodicals?
B. If YES, do you use given definition? If NO, is definition given?

INSTITUTION

ACQUISITIONS STATISTICS

	Periodicals				Total Serials				
	1968-69	1969-70	1970-71	1971-72	1968-69	1969-70	1970-71	1971-72	
1	175	368	505	800-1,000					
2	1,242	1,264	1,345	1,400	1,936	1,964	2,077	2,150	
3	2,357	2,600	2,700	2,800	unavailable	unavailable	4,600	4,900	
4	800	900	1,000						
5		250	380			300	500		
6			6,841	7,000			9,025	9,400	
7					1,128	878	978	1,000	
8									
9	2,550	2,857	3,285	3,300			1,200	1,500	
10			900	800			1,500	1,400	
11	8,000	8,000	8,000	8,000	12,000	12,000	12,000	12,000	
12	98	238	256	150					
13	64	69	48	30	110	114	67	30	
14	1,987	2,071	2,164	2,200	422	456	503	525	
15	274	386	607	600 est.	unavailable	unavailable	unavailable		
16	2,700 est.	2,957	3,091						
17	385	467	409						
18	2,729 p	2,739 p	2,894 p	2,894 p	5,725 t	5,830 t	6,000 t	6,000 t	
19	2,401	2,815	3,257	3,750	not kept				
20	875	936	1,028	1,050	467	469	557	625	

p purchase
t titles

Table VIC-1

INSTITUTION	ARE SERIALS HANDLED BY A SPECIAL DEPARTMENT OR DIVISION?				
	A	B	C1	C2	
1	yes	yes	4	822	
2	yes	no			
3	yes	yes	5	1,449	
4	no	yes	5		
5	no				
6	yes	yes	14	17,102	
7	yes	yes	7	3,575	
8	yes	no			
9	no				
10	no				
11	yes	yes			
12	no				
13	no				
14	yes	yes	4	709	
15	yes	yes-s	4	58	
16			2	119	
17	yes	yes	4	1,880-a	
18	yes	no	2	1,300	
19	yes	yes	2		
20	yes	yes		4	

s some
a approximately

A. Are serials handled by a special serials department or division?
B. If YES, does the division also process serials for branches?
C. If YES, 1. How many branches?
2. How many titles?

SERIALS DEPARTMENT STAFF

INSTITUTION	NUMBER			AVERAGE SALARY		
	Professional	Clerical	Typists	Professional	Clerical	Typists
1	1	.6	2	11,500	5,460	5,460
2	2	2	1	8,066	4,742	1.60/hr
3	1	3		11,500	5,800	
4		1/4			950	
5		1			6,000	
6	4	10		10,000	6,409	
7	3	8		10,000	5,000	
8	1/2	10 hrs/wk	1/2	3,900	460	1,820
9	1	4		9,925*	5,100*	
10	1/2	2	1	13,500	6,500	5,500
11	1	4-1/2			5,160	
12		1			4,914	
13	1/2	1/2		2,756	200	
14	1	2		7,100	3,744	
15						
16	1	2		6,000	4,000	
17	1	3		9,800	4,108	
18	2	6		17,682*	28,462*	
19	1	2-1/2		8,480	3,972	
20	1/2	1				

* estimates

INSTITUTION	SERIALS DEPARTMENT BUDGET			
	1968-69	1969-70	1970-71	1971-72
1		64,827	129,469	174,249
2	6,329	11,666	16,013	18,237
3	41,120	57,500	60,427	70,450
4				21,000
5			6,721	7,300
6			95,610	106,094
7	46,595	61,920	74,140	75,000
8				
9	44,000	50,500	64,708	68,442[1]
10	no date			
11				
12				
13	4,846	5,957	9,393	5,000
14	9,370	9,988	14,035	14,600
15		137,638	164,650	170,000
16	58,250	62,000	75,000	82,500
17	96,000	106,000	130,000	145,000
18	192,017	132,715	197,795	150,000
19	77,700	88,650	104,700	
20		39,940	42,687	52,000

[1] Periodical subscriptions only

INSTITUTION

USE OF JOBBERS

	A	Name	%	Name	%	Name	%	Name	%	
1	yes	Faxon	40%	Eastern	3%	Abel	7%			
2	yes	Franklin Sq.	28%	Stevens & Brown	6%	Stechert	4%			
3	yes	Ebesco	30%	Stechert-Hafner	30%	Blancheteau	5%	Direct	20%	
4	yes	Ebesco	95%							
5	yes	Faxon	75%							
6	yes	Faxon	30%	Harrosowitz	15%	LSA	10%	Stevens	15%	
7	yes									
8	yes	Faxon	58%	Abel	10%	Bowker	2.6%	Direct	28.9%	
9	yes	Faxon		Abel		Direct				
10	yes	Ebsco	60%	Swets	2%	Direct	38%			
11	yes	Faxon	20%	Harrassowitz	15%	Stechert	15%	Nijhoff	10%	
12	yes	Franklin Sq.	50%	Faxon	25%					
13	yes	Faxon	59%	Baker-Taylor	8%					
14	yes	Faxon	80%	Harrosowitz	1%	Stechert-Hafner	1%			
15	yes	Faxon	35?	Swets	40?	Nijhoff	5?			
16	yes	Ebsco	66%	Blackwell	25%	Stechert-Hafner	2%	Direct	11%	
17	yes	Moore-Cottrell	40%	Stevens & Brown	4%	Stechert-Hafner	7%	Direct	46%	
18	yes	Swets	10%	Stechert-Hafner	5%	Ancorp	45%	Direct	29%	
19	yes	McGregor	14%	Harrassowitz	7%	Faxon	7%	Direct	63%	
20	yes	Faxon	33%	Western	25%			Direct	42%	

A. Do you use jobbers? If YES, name them and their individual percentage of titles acquired

INSTITUTION

WHAT ARE YOUR MAJOR PROBLEM AREAS IN SERIALS ACQUISITIONS, PROCESSING AND CONTROL?

	Area	Area	Area	
1	Jobbers	File maintenance		
2	Communications - Agents	Control of classed serials		
3	Claims	Control		
4	Holdings			
5	Delay in sub. initiation	Invoicing procedures	Peculiarities of serials	
6	Claims	Card production		
7	U.S. jobbers	Slow LC cataloging	File maintenance	
8	Entering new title	Claims and change of title		
9	Claims			
10	Invoices and bills payment	Govt. procurement proc.	File maintenance	
11	Vendors			
12	Billing			
13	Renewals	Claiming		
14	Old issues	Claiming		
15	Mixed responsibilities	Classification policy		
16	Delay is sub. initiation	Claiming		
17	Missing issue awareness	Payment & receipt records		
18	Purchasing system	Claims	In process control	
19	Claims	Invoicing		
20	Title changes	Claims		

Table VII-1

COMPUTER AIDS - SERIALS CONTROL

INSTITUTION	A	B
1	no	
2	no	
3	no	
5	no	
6	no	
7	no	
9	no	
10	no	
12	no	
13	no	
14	no	
15	no	
20	no	
4	yes	Same as acquisitions
8	yes	Periodicals, serials and newsletters are entered into a ___ based consortium serials union list. The union list is an annual printout while individual library holdings vary in frequency from monthly updates to as infrequent as desired. PSC uses a quarterly printout. The system provides for official form of entry, holdings, location, source, dept. catalog number, individual title identification number, hardcopy or journal, and cross-references.
11	no	Have a program for a serials list. No money to implement. Have a bimonthly printout of funds used to purchase serials.
16	no	There is a union list of serials covering the university campuses (incl. law school). One issue published, another in the works which also includes dead titles. Expected frequency of update is every two years.
17	no	BAYTAB ordering system used. System designed for a non-repeat order so may eliminate only 2 of our files. It adds a couple routiens to our work, but the un-to-date accounting information the system provides, more than compensates for the additional work. We produce a computerized serials list. It was begun as a periodicals list, we are now adding serials. Programs will be written to get information of titles by vendor, general subject category and possibly binding information. A program has been written to list titles by the department purchasing them. Departments are now using these to review their subscriptions.
18		Reference Department produces a punched card holdings list. Information is supplied by serials department for the list.
19		The reference department have compiled a computer printout of periodical holdings. Arranged by title. Holdings read "To date" for current subscriptions. Additions to list come from serials cataloger

A. Is existing system computer aided?
B. If YES, is description attached?

PLEASE DESCRIBE SERIALS FILES

	A	B	
1	3	51K	
2	7		
3	5	13K	
4	2	2.7K	
5	2	1K	
6	11	66K	
7	4	61K	
8	8	3K	
9	6	15K	
10	4	11K	
11	5		
12	8	14.5K	
13	10		
14	2	3K	
15	12		
16	13	19K	
17	14	28K	
18	6	40K	
19	8	13K	
20	5	22K	

A. Total number of files
B. Total average size

INSTITUTION

CIRCULATION AND INTERLIBRARY LOAN STAFF

	A		B		C		D		E	
	No.	Ave. Salary	No.	Ave. Salary	No.	Ave. Salary	No.	Ave. Salary	No.	Ave. Salary
1	1	$12,000	4	8,000	27-30	90-105/wk			17-23	$90-$105/wk
2	5	7,148	70	1.60/hr						
3	1	9,975	7	4,253					1	3,296
4			1	4,900	1/2	1.60/hr	15	1.60/hr	1-1/2	1.60/hr
5			1	6,000					1	3,000
6	3	8,725	21	5,400					15	4,160
7			10	5,100					24	12.00/wk
8	Included in reference and public service									30 wks @ 155 hr/wk 1.60/hr
9	2	9,300	8-1/2	5,000	1/2	2,800			1	23,700
10			8	6,600						
11	1		6	5,300	2	4,450	1		6	4,160
12	4 sp	5,619							35	25.00/wk
13	1	3,513	.2	300					1	780
14	1		6 sp	5,900	1/2	2,340	.3	2.25/hr	8-1/2	1.80/hr
15	8		5							
16	3	7,000	11	70.42/wk					5	61.60/wk
17	1	11,000	13	3,900	1/2	1,950	180	1.70/hr stu	405	1.70/hr studen
18	3	7,800	3	4,700			18	1.75/hr	18	1.75/hr
19	5	5,512	3	4,245	3	3,735				
20	1		1/2				5	1.60/hr	1	1.60/hr

A. Professional
B. Clerical
C. Typists
D. Filers
E. Shelvers

INSTITUTION	WHAT GROUPS OF MATERIALS DO NOT CIRCULATE			
1	Periodicals	Reserves	Theses (1st copy)	Reference
2	Reference	Microform	Periodicals & Govt. Docs.	Spec. collections
3	Reference	Microform	Newspapers	Theses
4				
5	Records	Current periodicals	Reference	
6	Current periodicals	Reference		
7	Special collections	Reference	Law sets	Bound periodicals
8	Reference	Periodicals	Reserves	Spec. collections
9	Reference	Government documents	Periodicals	
10	Reference	Bound periodicals	Microform	Reserves
11	Some periodicals	Some Government documents		
12	Spec. collections	Reference	Microforms	Periodicals
13	Reference	Current periodicals		
14	Spec. collections	Archive	Current periodicals	Microtext
15	Periodicals	Microforms	Government documents	Spec. collections
16	Reference	Periodicals	Special collections	
17	Microform	Reference	Special collections	U.S. serials set
18	Reference	College catalogs	Legal materials	
19	Periodicals	Documents	Special collections	
20	Reference	Periodicals	Records	Maps

INSTITUTION	OPEN OR CLOSED STACKS?	
	Open Stacks or Closed	If closed, who is permitted access?
1	Closed	Staff, faculty, graduates and special undergraduates
2	Open	
3	Open	
4	Open	
5	Open	
6	Open	
7	Open	
8	Open	
9	Open	
10	Open	
11	Open	
12	Open	
13	Open	
14	Open	
15	Open	
16	Open	
17	Open	
18	Open	
19	Open	
20	Open	

INSTITUTION

CONTENTS OF CIRCULATION CONTROL FILES

	1	2	3	4	5	6	7	8	9	10
1	yes	no	no	yes	yes	yes	yes	no	yes	yes
2	yes	yes	yes	yes	yes	yes	yes	no	yes	yes
3	yes	yes	no	yes	yes	yes	yes	no	no	yes
4	yes	yes	yes	no	yes	yes	no	yes	no	yes
5	yes	yes	no	yes	no	yes				yes
6	yes	yes	yes	yes	yes	yes				yes
7	yes	yes	yes	yes	yes	yes	yes	no	yes	yes
8	yes	yes	yes	yes	yes	yes	yes			yes
9	no	no	no	yes	yes	yes	yes	no	no	no
10	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
11	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
12	yes	yes	yes	no	yes	yes	yes	no	yes	yes
13	no	yes	yes	no	no	yes	yes			yes
14	no	yes	yes	yes	yes	yes	yes	no	yes	yes
15	yes	no	no	yes	yes	yes	yes	no	no	yes
16	no	no	no	yes	yes	yes	yes	yes		yes
17	yes	yes	yes	yes	yes	yes	yes	yes	no	yes
18	yes	yes	yes	yes	no	yes	no	no	yes	yes
19	yes	yes	yes	yes	yes	yes	yes		yes	yes
20	yes	no	no	yes	no	yes	no	no	no	yes

Does your circulation system include the following:

1. Serials?
2. Periodicals?
3. Unbound periodicals?
4. I.L.L.?
5. Items at bindery?
6. Items in reserve?
7. Missing items?
8. Branches or dept. libs?
9. Carrells?
10. Holds and waiting borrowers?

INSTITUTION

DO YOU KEEP A STATISTICAL BREAKDOWN OF YOUR CIRCULATION FIGURES? 1968-1969

	A	1	2	3	4	5	6	7	8	9	10
1	yes			137,000			none				11,171
2	yes	39,295		5,668		1,373	5,897	600		265	900
3	yes	75,500					6,900				8,200
4	yes	85,727					2,000				1,800
5	n/a										
6	yes	57,729[1]					13,718	1,730	28,618	108	3,500
7	yes	64,917		18,035		24,093	11,000				10,327
8	no	47,766					not kept	not kept	not kept	351	849
9	no										
10	yes										
11	yes	106,151	112,063	35,233							
12	yes	66,470		4,706			3,667	461	12,092		
13	yes	5,012		1,097					671		69
14	yes	61,876		3,895		804	6,281	2,348	3,341		3,667
15	yes	56,015	41,807	14,135		5,694	10,371				13,959
16	no	130,945									
17	yes	177,306					5,300	1,762	30,000	862	4,716
18	yes	48,809	26,137	11,848		3,629	1,893				4,224
19	yes	54,672	17,078			7,545	36,815				
20	no	12,420					552				

[1]Only partial figure

A. Do you keep a statistical breakdown of your circulation figures? If YES, please give for:

1. Undergrad. circ.
2. Graduate circ.
3. Faculty circ.
4. Staff circ.
5. "Other" circ.
6. No. vols on resv.
7. No. Vols held for borrowers
8. No. overdue notices
9. No. vols lost
10. No. vols sent to bindery

INSTITUTION

DO YOU KEEP A STATISTICAL BREAKDOWN OF YOUR CIRCULATION FIGURES? 1968-1969

	A	1	2	3	4	5	6	7	8	9	10
1	yes			155,000			23,000 - 25,000				7,975
2	yes	37,733		5,412		1,309	5,598	600	n/a	280	1,361
3	yes			62,000			6,200				7,100
4	yes			70,722			2,000				1,000
5	yes										
6	yes	68,390[1]					16,077	1,247	35,447	1,089	4,250
7	yes	62,303		19,093		20,439	11,000	1,852	7,005		11,194
8	no			49,941			not kept	not kept	not kept	259	404
9	no										
10	yes			40,132			2,254	442			1,411
11	yes	116,915	124,717	34,909							
12	yes	66,607		5,637			3,811	415	14,501		
13	yes	7,348		1,446							262
14	yes	57,493		4,147		1,321	7,783	2,750	3,269		4,077
15	yes	62,556	56,251	16,873		7,570	9,401				17,185
16	no			147,134							
17	yes			212,616			5,900	1,747	38,000	796	8,084
18	yes	49,629	28,358	10,727		3,465	10,200				3,824
19	yes	65,563	17,218			8,399	31,517				
20	no			15,132			603				

[1] Only partial figure

A. Do you keep a statistical breakdown of your circulation figures? If YES, please give for:

1. Undergrad. circ.
2. Graduate circ.
3. Faculty circ.
4. Staff circ.
5. "Other" circ.
6. No. vols on resr.
7. No. Vols held for borrowers
8. No. overdue notices
9. No. vols lost
10. No. vols sent to bindery

INSTITUTION

DO YOU KEEP A STATISTICAL BREAKDOWN OF YOUR CIRCULATION FIGURES? 1970-1971

	A	1	2	3	4	5	6	7	8	9	10
1	yes	180,000					28,000	6,500	12,000	500 1,000	24,648
2	yes	39,650		6,393		1,307	4,739	600		310	1,102
3	yes	65,200					6,800				9,000
4	yes			2,000			2,000		1,000		1,000
5	yes	4,183				794	2,238				
6	yes	112,639[1]					14,231	1,903	41,421	1,228	5,605
7	yes	73,623		18,912		17,983	11,000	3,000	3,462		10,115
8	no	68,640					not kept	not kept	8,555		768
9	yes	38,770	12,043	8,621	1,623	2,941	2,350	1,425	2,000	50	
10	yes	60,000					1,150	1,160			2,150
11	yes	131,212	117,943	33,845							
12	yes	79,525		5,530			4,881	582	14,006		
13	yes	7,485		1,585					1,100		195
14	yes	69,121		4,380		1,727	9,148	2,472	4,197		4,393
15	yes	89,000	82,000	17,900		12,000	11,596				19,106
16	no	164,593									
17	yes	237,624					6,500	2,089	27,000	639	10,057
18	yes	72,078	39,534	13,302		6,284	10,800				
19	yes										
20	no		19,156				821		2,000		

[1] Only partial figure

A. Do you keep a statistical breakdown of your circulation figures? If YES, please give for:

1. Undergrad. circ.
2. Graduate circ.
3. Faculty circ.
4. Staff circ.
5. "Other" circ.
6. No. vols on resr.
7. No. Vols held for borrowers
8. No. overdue notices
9. No. vols lost
10. No. vols sent to bindery

INSTITUTION

DO YOU KEEP A STATISTICAL BREAKDOWN OF YOUR CIRCULATION FIGURES? 1971-1972

	A	1	2	3	4	5	6	7	8	9	10
1		-		210,000			28,600	7,500			25,500
2		44,000		7,000			6,000	650		400	1,925
3		67,000					6,500				9,000
4		70,000					2,000				1,300
5											
6											
7											10,500
8							not kept	not kept	10,000		
9											
10		60,000					500	2,000			2,150
11		145,000	120,000	35,000							
12											
13		7,650		1,750					1,148		270
14		73,000		4,500		2,000	8,900	2,500	3,500		4,500
15		100,000	100,000	20,000		15,000	10,000				19,500
16		183,000									
17											10,800
18		75,000	42,000	15,000		7,000	11,000				
19											
20											

A. Do you keep a statistical breakdown of your circulation figures? If YES, please give for:

1. Undergrad. circ.
2. Graduate circ.
3. Faculty circ.
4. Staff circ.
5. "Other" circ.
6. No. vols on resr.
7. No. Vols held for borrowers
8. No. overdue notices
9. No. vols lost
10. No. vols sent to bindery

INSTITUTION	What is the average time required for binding?
1	5 weeks (including pre- and post-processing)
2	5 weeks (including pre- and post-processing)
3	5-6 weeks
4	5 weeks
5	4 weeks
6	3-4 weeks
7	4-6 weeks
8	6 weeks
9	2-3 weeks
10	6 weeks
11	2 days - 2 years
12	1 month
13	6 weeks
14	2 months
15	6-8 weeks
16	4 weeks
17	4 weeks (at bindery)
18	3-4 weeks (at bindery)
19	8 weeks (at bindery)
20	

INSTITUTION

WHAT IS THE AVERAGE TIME FOR RECEIPT OF AN ILL REQUEST TO GETTING MATERIAL IN THE MAIL?

	1	2	3	4	
1	1-2	7-10	yes	photocopy	10¢ per page - varying charges for microfilm
2	2	9	no	photocopy	10¢ per page
3	24 hrs.	11.5	no	photocopy	
4	1	5	yes	photocopy	
5	n/a; no request rec'd	n/a	no		
6	1-2		no		
7	1	6	yes	photocopy	(10¢ per page if more than 10)
8	3-4	4	no		
9	2	8	no		
10	1	10	no		
11	5	10	yes	photocopy	(15¢ per page if more than 6)
12	1	10	no		
13					
14	2	10	yes	postage	plus xeroxing
15	12	8 wide range	no		
16	1	4	yes	photocopy	10¢ /page
17	6-10	10.5	yes	photocopy	10¢ /page if 10 or more pages are copied
18	1 - 1-1/2	8	yes	photocopy	10¢ /after first 10 pages
19	2	7-8	yes	photocopy	10¢ /page if 10 or more pages are copied
20	1	10	no		

1. What is the average time from receipt of an ILL. request to getting material in the mail?
2. What is the average No. of pages of photocopies sent in response to an I.L.L. request?
3. Do you charge other libraries for I.L.L.?
4. If YES, what charge?

INSTITUTION	HOW MANY ITEMS HAVE YOU LENT ON I.L.L. FOR:									
	1968-1969			1969-1970			1970-1971			
	Photo	Original	Total	Photo	Original	Total	Photo	Original	Total	
1	not available						423	1,368	1,791	
2	852	106	958	1,086	416	1,502	1,737	488	2,225	
3		717	717	230	443	673	319	540	859	
4			186			184				
5										
6		2,774	2,774		2,724	2,724		3,314	3,314	
7	1,318	1,695	3,013	879	1,701	2,580	1,092	2,008	3,100	
8		142	142		206	206	124	294	294	
9							36	141	177	
10				3	14	17	4	51	55	
11	1,785	2,724	4,509	2,073	2,793	4,866	2,325	2,412	4,737	
12				80	290	370	71	309	380	
13										
14	83	264	347	93	326	419	180	300	480	
15	1,281	994	2,275	1,619	1,222	2,841				
16	643	1,287	1,930	1,420	1,427	2,847	2,030	2,006	4,036	
17	1,934	995	2,929	2,092	1,213	3,305	2,222	1,206	3,428	
18		474	474	1,403	727	2,113	6,848	1,025	7,873	
19	351	958	1,309	707	918	1,625	658	940	1,598	
20	125	104	229	175	113	288	83	168	251	

INSTITUTION

WHAT ARE THE MAIN INSTITUTIONS TO WHICH YOU LEND ITEMS ON ILL AND WHAT PERCENTAGE OF YOUR LOANS DO THEY COVER?

	Institution	%	Institution	%	Institution	%	Institution	%	Institution	%
1	NCR	33	Stanford U	3.3	BU Med Sch	3.3	MIT	3.3	Tufts U	2.37
2	Wesleyan U	28	U Conn	18	Hartford Sem	11.5	Trinity Col	6		
3	U Conn	60	Conn Col	60	Conn State Lib	60	Hartford Sem	60	Trinity Col Yale U	60 60
4	Bates Col	15	Bowdoin Col	15	U Maine	15	Me State Lib	15		
5	n/a									
6	Harvard U	10	Avco	10	Raytheon					
7	NH State Lib	17	UNH	7	U Vermont	3	U Maine	2	U Mass	2
8	NH Pub Lib	80	NH Col and U Council	10	UNH	3	Other Coll & U	7		
9										
10	Navy Underwater Ocean Sys	30	Air Force Aca	20	US Mil Acad	20	Army War Col	20		
11	RI Hospital	11-1/2	URI	3	U Mass	2-1/2	MIT	1	Naval Under-water Systems	1-1/2
12										
13										
14	Tufts Med Sch	34	Husson Col	7	NU	6	BU	5	MIT	3
15										
16	Me State Lib	10	Bates Col	5	Colby Col	5	Bowdoin	4	U Maine-Port	4
17	Ply State Col	29	NH State Lib	17	NE Col	4.5	Keene State C	4.5	U Maine	4
18	Prov Pub Lib	78-80	U Maine	3	Navy Underwater Ocean Sys	2	U Conn	2		
19	Vt State Cols	50	Vt Dept of Lib	20	NE State U	20	Other	10		
20	Clark U	30	Holy Cross	10						

What are the main institutions to which you lend items on I.L.L. and what percentage of your loans do they cover?

Table VIII-1

WHAT IS THE AVERAGE TIME YOU MUST WAIT TO GET ILL ITEMS FROM OTHER LIBRARIES, BEGINNING AT THE POINT OF USER REQUEST AND ENDING WITH NOTIFICATION OF RECEIPT OF ITEM TO USER - DAYS?

INSTITUTION		
	A	
1	7 days	
2	10 days	
3	2-3 days	TWP circuit - 1-3 weeks mailed requests
4	3 days	
5	2-5 days	
6	22 days	
7	14	
8	5-7 days	
9	12	
10	2-3 weeks	
11	14	
12	3 weeks	
13	7 days	
14	7 days	
15	8 days	
16	14 days	
17	30+ days	
18	2-3 weeks	
19	21 days	
20	14 days	

HOW MANY ITEMS BORROWED ON I.L.L. FROM OTHER LIBRARIES?

INSTITUTION	1968-1969			1969-1970			1970-1971		
	Photo	Original	Total	Photo	Original	Total	Photo	Original	Total
1			658			1,074	414	334	748
2	3,136	444	3,580	4,010	504	4,514	3,707	480	4,187
3		231	231	207	329	536	424	546	970
4			485			664			
5							246	921	1,167
6				848	1,858	1,858	823	1,537	2,360
7	287	600	887	336	658	994	418	746	1,164
8		1,640	1,640		1,122	1,122	6,824 photo pages	1,357	1,357
9							732	489	1,221
10				15	153	168	25	185	210
11	525	1,227	1,752	725	1,376	2,101	629	1,179	1,808
12				123	176	299	137	182	319
13		2	2	3	5	8	2	29	31
14	147	263	410	131	227	358	130	247	377
15	1,070	1,126	2,196	1,097	1,283	2,380			
16	1,485	1,490	2,975	1,720	1,710	3,430	2,403	2,321	4,724
17	1,218	638	1,856	1,466	1,057	2,523	1,338	1,056	2,394
18		1,091	1,091		638	638	7,017	726	7,743
19			891	363	623	986	526	506	1,032
20	382	146	528	401	168	569	399	463	862

WHICH ARE THE MAIN INSTITUTIONS FROM WHICH YOU BORROW ON ILL AND WHAT PERCENTAGE OF YOUR ILL BORROWING DO THEY COVER?

INSTITUTION	Institution	%	Institution	%	Institution	%
1	Harvard U	13.3	BU Med Sch	6.5	Spfld Col	6.5
2	Yale U	41	Wesleyan U	20	U Conn	10
3	Yale U	37	U Conn	16	Conn Col	13
4	U Maine	30	Bowdoin Col	25	Me State Lib	15
5	Amherst Col	25	U Mass	30	Smith Col	20
6	Countway Lib	15	Widner Lib	8	LC	6
7	NH State Lib	8	Harvard U	7	Yale U	6
8	UNH	85	NH State Lib	10	Other	5
9	Countway Lib	12	Harvard U	7	MIT	4
10	Brown U	50	Harvard U	30	MIT	20
11	Countway Lib	15	Harvard U	15	Yale U	11
12						
13	RI Insts	34	Prov Pub Lib	27		
14	Harvard U	22	MIT	6	Wellesley Col	4
15	Yale U	25				
16	LC	30	Harvard Med	20	Local (Maine)	40
17	Dartmouth Col	13	U Vermont	5.3	Woods Hole	4.0
18	U Conn - Woods Hole	35	Brown U	25	UNH	10
19	Dartmouth Col	20	Other NE State universities	20		
20	MIT	40	Harvard U	20	Clark U	20

Which are the main institutions from which you borrow on I.L.L. and what percentage of your I.L.L. borrowing do they cover.

DO YOU CHARGE USERS FOR ILLs DONE FOR THEM?

INSTITUTION	A	B
1	no	
2	no	
3	no	
4	no	
5	no	
6	yes	cost
7	yes	xerox over $5.00
8	yes	xerox over $5.00
9	no	
10	no	
11	no	
12	no	
13	no	
14	yes	xerox
15	no	
16	yes	photocopy (10$/page)
17	yes	$10.00 on any item, anything over $10.00, the patron pays the amount over
18	yes	whatever the lending institution charges us
19	no	
20	no	

A. Do you charge users for I.L.L.s done for them?
B. If YES, what charge?

INSTITUTION

DESCRIBE HOW ILL FITS INTO YOUR LIBRARY ORGANIZATION.

	Professionals		Clericals		Typists		A		
	No.	Average Salary	No.	Average Salary	No.	Average Salary	1	2	3
1			1-1/2	$6,200					x
2	1	$9,000	.067	515					x
3	1	9,975 (Circ. Lit	1	5,725				x	
4			1/3	1,700			x		
5	1/5	1,700	1/3	1.60/hr					x
6									
7	3/5	5,700	3/5	3,300					x
8								x	x
9	1	8,500	1/2	3,400				x	
10								x	x
11	1		1/2		1/2				x
12	1/2		1/2						x
13	1/5	1,800							x
14	1/2	4,125			1/20	300			
15	2	7,312	1	5,800	5	57 hrs., 1.95/hr			x
16	1	8,500	1/2	2,100	1/2	2,100			
17			1	4,600	2/8	1,500	x		
18	1		1						x
19	1/2	4,500	1	4,835	1/3	2,061 (mail ro			x
20	1	8,500							x

A. Please describe how I.L.L. fits into your library organization:
1. Independant
2. Part of circulation
3. Part of reference

INSTITUTION

CIRCULATION AND INTERLIBRARY LOAN CONTROL

	A	B	C	D
1	yes		yes	
2	no		yes	
3	yes	SS number	yes	
4	no		yes	
5	no		yes	
6	yes	SS number	yes	
7	no		yes	
8	no		yes	
9	yes	Borrower No. given by ID photo service	yes	
10	no		no	
11	yes	Institutional ID number	yes	
12	yes	SS number	yes	
13	yes	SS number	yes	
14	yes	SS number	yes	
15	yes	SS number	yes	
16	yes	Number for undergrad./grad. - no # staff/faculty	yes	
17	yes	SS number - institutional ID number	no	
18	yes	SS number	yes	
19	no	SS number	yes	
20	yes	SS number	yes	

A. Is an identification number for borrowers used?
B. If YES, describe.
C. Is a borrowers card used?
D. If YES, please describe.

INSTITUTION

CIRCULATION AND INTERLIBRARY LOAN CONTROL

	A	B
1	no	
2	no	
3	no	
4	no	
5	no	
6	no	
7	no	
8	no	
9	yes	yes
10	no	
11	no	
12	no	
13	no	
14	no	
15	no	
16	no	
17	no	
18	no	
19	no	
20	no	

Punched cards in book; contains a/t/call number/accession number. Borrower writes name, address, ID number, status, on card; then keypunched. When books are returned, new book card is punched.

IBM	Keypunch machines #029 card punch	$4,500	annual	$375	monthly
	Keypunch personnel salaries	3,600	"	300	"
	Computer time - no charge to lib.				
	Circulation personnel salaries	4,470	"	370	"
	Circulation card drawers	-----	"	---	"
IBM	Card sorter #082	81	"	6.75	"
IBM	Collator #087	72	"	6	"

A. Do you have an automated circulation system?
B. Is description given (yes - no)

INSTITUTION

CIRCULATION AND INTERLIBRARY LOAN CONTROL

	A	B	C
1	2 part form - color coded	Farrington charge	1,500
2	Charge card		170
3	McBee	Demco	1,905
4	Charge card	Demco imprint	180 (rental)
5	Bro-Dart Sysdac		180 (rental)
6	Charge card		
7	Newark-embossed card		
8	Sysdac		180 (rental)
9	Punched card		
10	2 card		n/a
11	McBee	Demco imprint	600 (machine)
12	McBee	Addressograph	918
13	McBee	Addressograph	160
14	Charge card	Addressograph	
15	McBee	Simplex date machine	
16	One card - color coded	Gaylord Model 400	855
17	McBee - Keysort	1 McBee card - ? 7 other misc	460
18	Charge card		3,015
19	McBee - Keysort		3,523
20	2 part form ?	Gaylord Model C	57

A. What kind of circulation system do you have?
B. Charging/discharging equipment - name?
C. Annual cost of materials for circulation?

INSTITUTION

CIRCULATION AND INTERLIBRARY LOAN CONTROL

	A	B		
		Min.	Max.	
1	3	1	7	
2	2	1	3	
3	1	1	2	
4	2	1	1	
5	1	1	2	
6	6	1	3	
7	2	1	4	
8	1	1	3	
9	2	1	3	
10	2	1	2	
11	1	1	3	
12	2	1	4	
13	1	1	2	
14	4	1	5	
15	1	peak 5 slow 3	peak 7 slow 5	
16	1	1		
17	6	1	2	
18	1	1	2	
19	3	2	4	
20	1	1	3-1/2	

A. How many circulation points do you have in main library?
B. How many personnel at each point?

INSTITUTION	TOTAL ANNUAL CIRCULATION BUDGET			
	1968-1969	1969-1970	1970-1971	1971-1972
1	n/a	289,783.89	300,000	309,610
2	42,535	41,544	42,566	42,507
3	26,100	28,700	35,800	41,500
4		34,340	42,340	38,440
5			11,485	18,000
6	35,900	39,500	43,400	44,500
7	37,800	39,700	43,400	45,900
8	No separate budget			
9	69,000	75,000	87,000	87,000
10	n/a			
11	n/a			
12	n/a			
13	6,900	7,400	7,750	8,113
14	52,696	56,821	69,931	71,500
15	75,000	90,000	120,000	125,000
16	84,900	96,034.20	106,280.20	110,000
17	38,538.64	42,000	45,000	51,300
18	58,800	65,400	71,000	71,000
19	38,556	46,714	87,421	98,992
20	49,000	52,000	60,000	65,000

INSTITUTION	MAJOR PROJECT AREAS
1	Periodicals control; fines - overdues; ILL citation verification; withdrawal & replacement of stack (closed mat.
2	Location & retrieval of improperly charged item; like maintenance, accuracy
3	Unauthorized removal; filing accuracy; bks mischelved; recalcitrant borrowers
4	Inaccuracy; image
5	Overdues; circulation of equipment - supply - demand exessive
6	Inadequate equipment; antiquated procedures; US Post Office - inaccurate bibl. citations
7	End of term borrowing; stack space
8	Typing overdues; inaccurate filing; incorrect shelving; cnecking "claimed returned" books
9	ID verification; disappearance of borrowers
10	Overcrowded stacks; lack of control of reserve material
11	Human error; lack of manpower; file maintenance; shelving
12	Simpler system needed; manpower
13	Handwriting; borrower card
14	Overdues; file maintenance; borrower list preparation
15	No machine assistance; filing control - training; records retention period - 7 years
16	Overdue procedures; recalcitrant faculty; reserve services
17	Filing;
18	Lack of permanent staff; response to recall notices; inefficient charging system
19	Human error
20	Overdues

INSTITUTION	WHAT IS YOUR FINE STRUCTURE?
1	15¢/day, maximum $5.00; reserves - $1.00/hr; maximum $65.00
2	No fine structure - billed for book after "reasonable" time
3	10¢/day, maximum $7.00; $20.00 replacement of book
4	Only fine for reserve
5	None
6	10¢/day, maximum $10.00; reserve 25¢/hr
7	5¢/day; 50¢/day (24 hr books); 25¢/hr (2 hr books)
8	5¢/day; reserve 25¢ for 1st hr, 5¢ each additional hour
9	10¢/day
10	None
11	10¢/day; cost book - cost plus $5.00 for cataloging
12	5¢/day - $2.00 maximum; reserves 25¢/hr - $5.00 maximum
13	5¢/day per overdue item up to the cost of the item
14	5¢ - 10¢/day; reserves 15¢/half hour - $3.00/day
15	5¢/day; reserve 25¢/hr, maximum $1.00
16	After 2 weeks overdue $2.00, $1.00 for each additional week, maximum $10.00
17	No fines
18	5¢/day; reserves (open) 25¢/day; reserves (closed) 25¢/hr; Non-returned = cost plus $5.00 processing
19	8 days after overdue notice. Bill sent for $10.00 plus $10.00 for each book (to acct. ofc) Reserves - $1/hr
20	5¢/day up to cost of book. Reserves 50¢ for 1st hr, 25¢ each additional hour

INSTITUTION	HOW MUCH STAFF TIME IS CONSUMED PER MONTH BY:			
	Overdues	Filing	Shelving	
1	520-550	650-700	3100-3500	660-700 (paging: C.S.*)
2	8 hrs, 20-25 hrs (billing)	56	84-90	
3	24	40	140	
4			250	
5	20	15	80	
6	338	316	1221	
7	60	120	300	
8	32	120	640	
9	100	25	490	
10	none	65	40	
11	128	600	400*	
12			100	
13	24	10	20	
14	25	120	195	
15	80	350		
16	300	550	716	
17	12	180	405	
18	230	290	360	
19	72	100	360	
20	60	33	95	

(Time in hours per month)
* C.S. (Closed Stacks)

INSTITUTION

BILLING FOR FINES

	A	Description
1	yes	Circ. charges - fines desk to acctg. to bursar's office for billing - I.L.L. - no
2	Some	Library bills directly - delinquents turned over to Registrars office
3	yes	Circ. libn. notifies treasures office - students, billing from library to faculty & non-inst.
4	Some	Informal procedures - seniors borrowers.
5	no	
6	yes	Accounting office used for follow-up procedures
7	no	
8	no	
9	yes	Students billed by library, payment collected by bursar, faculty, headed by director
10		
11	yes	Punched cards to controller, billing to students account
12	no	
13	no	
14	no	
15	yes	Notify acctg. office but try to collect at circ. desk
16	Some	Ten week overdue notification sent to business office
17	yes	All university personnel billed from bursar's office, others billed directly from library
18		
19	yes	No description
20	no	

A. Is your billing done thru the institutions accounting office?
B. If YES, please describe.

CIRCULATION DEPARTMENT FILES

INSTITUTION	A	B	
1	8	133K	
2	4	24K	
3	6	31K	
4	4	14K	
5	3	8K	
6	53	33K	
7	9	24+	
8	2		
9	6	9	
10	5		
11	4		
12	6	16K	
13	11		
14	9	37K	
15	10	45K	
16	8	20K	
17	3	30K	
18			
19	8	22K	
20	4	3-1/2K	

A. Total number of files used.
B. Total average size.

INSTITUTION

REFERENCE: STAFF

	Professionals		Clerical		Typists		Filers		Shelvers		
	No.	Ave. Salary	No.	Ave. Salary	No.	Ave. Salary	No.	Ave. Salary	No.	Ave. Salary	
1	7	10,000	2 at 5,400							Provided by Cir. Div.	
2	1	8,400					1/4	$1.60/hr		1/4 1.60 hr	
3	4	11,287	1	5,000				200 hr/yr $320.00			
4	1.3	9,900	1	3,900							
5	2	11,000	2	5,200	3						
6	24	9,804	35	5,855	2				5	$2.00/hr	
7	6	10,250	2	4,750					2	$18.50/wk	
8	2.5	8,500	1 at 3,793				5 hrs/30 weeks at $1.60/hr				
9	4	9,387	4	5,200			14 at 1,000				
10	8	14,590									
11	5 1/4	8,400	5	4,956			1/2 at $1.90/hr				
12	2	8,640	1	5,590					1.5	$1.60/hr	
13	1	6,195							.5	480	
14	5.5	9,036	4.4	5,163	.20	1,040		4,000 hrs. $1.80/hr	1	$2,160/yr	
15	6		1		1/2		1/2				
16	12	6,850	18 at 4,238						35	$1.75/hr	
17	3	11,333	1	3,798	0				1/4	$750/yr	
18	5		3								
19	5	9,348	9	6,093	5	4,625	4	$3,716/yr	10	$3,592/yr FTE	
20	2.5	10,000	1	5,200							

INSTITUTION	NUMBER OF TITLES IN REFERENCE COLLECTION?				
	A	B	C1	C2	
1	7,500	20,600	500	100	
2		154,773	7,280	3,639	
3	4,000	11,506	1,300	400	
4	1,500	7,500	500	100	
5	500	927			
6	12,761	30,318	1,845	762	
7	4,100	13,500			
8	4,800	6,600	132	12	
9	9,090	13,059	2,144	2,700	
10	7.5% of coll.				
11	4,900	9,500	150+	17	
12	3,400		400	30	
13	1,643	3,558	300	50	
14	2,335	3,182	16	33	
15	20,564	70,000	1,958	500	
16	3,750	5,000	400	400	
17	4,200	5,460	100	20	
18	7,000	10,000	not kept	not kept	
19	9,300	15,500	950	35	
20	1,084	5,650	50	0	

A. Number of titles in reference collection?
B. Number of volumes in reference collection?
C. Annual turnover of reference collection by number of titles? 1. titles added
2. titles weeded

Table VIIIC-1

INSTITUTION	TOTAL REFERENCE TRANSACTIONS FOR:			
	1968-1969	1969-1970	1970-1971	
1				
2				
3				
4				
5				
6	25,084[1]	18,528	22,062	
7				
8				
9	18,034	18,223	18,360	
10				
11				
12				
13			10	
14	8,418	9,528	11,631	
15	3,703			
16	7,000		13,250	
17	4,000	4,986	6,273	
18	3,451	6,245	3	
19				
20				

[1] Partial figure

ALLOCATION OF PROFESSIONAL TIME

INSTITUTION	A	B	C	D	E	
1	10	35	20	20	15	
2	10	30	20	5	35	
3	20	40	30	5	5	
4	10	50	20	20	0	
5	20	20	20	5	35	
6	25	41	6	15	13	
7	23	18	16	8	34	
8	40	47	13	0	0	
9	20	15	60	5	0	
10	15	25	60	0	0	
11	63	11	13	10	3	
12	10	30	5	35	20	
13	5	25	60	10	0	
14	33	25	3	5	34	
15	20	5	75	0	0	
16	10	30	25	35	0	
17	1	50	37	2	10	
18	15	40	10	10	25	
19	10-15	30	0	0	0	
20	25	15	5	30	25	

A. Percent of professional time spent on administrative duties?
B. Percent on short reference requests?
C. Percent on large or long term projects?
D. Locational?
F. Others?

INSTITUTION	USE OF COLLECTION					
	Undergrad	Graduate	Faculty	Staff	Other	
1	50	20	10	3	17	
2	55	15	20	5	5	
3	50	5	35	5	5	
4	60		20			
5	70		20	5	5	
6	16	60	20	4		
7	50	10	20	15	5	
8	80	5	15			
9	45	30	21	3	1	
10			20		80	
11	39	35	11	4	4	
12	55	30	10		5	
13	85		14	1		
14	55	20	10	3	12	
15	40	40	18	2		
16	35	25	25	15		
17	50	30	13	2	5	
18	50	25	5	15	5	
19	50	15	20	5	10	
20	- 70% -		25	5		

Percent of use of collection by category

INSTITUTION	What has the reference budget been for each of the last three years?				
	1968-1969	1969-1970	1970-1971	1971-1972	
1				100,667	
2	15,070	15,670	16,740	17,500	
3	16,748	21,394	25,700	26,525	
4					
5	N.S.B.				
6	10,300[1]	5,380[1]	20,940[1]	22,710[1]	
7	79,995	86,425	92,030	95,000	
8	N.S.B.				
9		61,688	70,682	70,589	
10					
11					
12					
13	5,000[1]	5,000[1]	5,000[1]	15,000[1]	
14	51,258	56,488	58,203	67,000	
15	65,000	75,000	105,000	120,000	
16	31,000	36,000	32,000	35,000	
17	N.S.B.				
18	32,200	44,600	49,600	49,600	
19	41,614	58,505	64,175	67,815	
20					

[1]Materials
NSB - No separate budget

Table VIIIG-1

INSTITUTION	HOW MANY PROFESSIONAL STAFF HAVE YOU ADDED (NOT REPLACED)				
	1968-1969	1969-1970	1970-1971		
1					
2					
3			1/2		
4					
5			1		
6					
7			-1		
8		1/4P	1/2P		
9		1	2		
10					
11		1	-1		
12	1				
13					
14		1/2	1		
15	1	1			
16	1	3	3		
17		1HP			
18		2			
19	2	1			
20		1			

INSTITUTION	MOST PRESSING NEEDS OF YOUR DEPARTMENT?
1	Money; shelving and index tables; rooms; telephones
2	Student manpower; centralization of reference collections
3	Undivided reference collections
4	Knowledge of community resources; more adequate freshman orientation
5	Trained ass'ts. for ILL; more adequate reference collection resources
6	Space; reading equipment; money; clerical personnel; improve reference tools, communications w/readers
7	Space; one sub-professional assistant
8	Establishment of a coherent reference service
9	Personnel; increase pt/t personnel budget; increase ref-book budget
10	Staff; space; subject specialists; more ref. collections; access to outside collections & foreign translation
11	Book funds for general collections; increase budget allowance; speed up bound periodicals
12	Another professional; completion of reclassification; more student help; more microform readers
13	One additional full-time reference librarian; more clerical help
14	Evaluation of work in the dept.; need f/planning in personnel; space and collection
15	Increase access to s/t words; NELINET should put local records into MR form f/Serials Union Cat.
16	Access to machine-readable info. data files; coordination of the ref. function of each public service dept.
17	More professional help
18	Work space; staff
19	Space
20	

INSTITUTION

NAME AND BRIEF DESCRIPTION OF FILES: (Generated by the Division)

	A	B	
1	0		
2	13	41,506	
3	9	18,219	
4	2	576,250	
5			
6	93		
7	12		
8	5	6,700	
9	13	100,300	
10	9		
11	9		
12	4		
13	4		
14	20	66,180	
15	8	25,775	
16	3	10,750	
17	1		
18	9	30,200	
19	9	17,557	
20	5	9,073	

A. Total number of files?
B. Total number of records?